

Princeton Public Schools - ISD 477
Tuesday, August 6, 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. Roll Call

4. REPORTS

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

5. APPROVE AGENDA

6. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

7. CONSENT AGENDA

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

- a. Personnel 5
- b. Bills 7
- c. Grants 13
- d. Gifts 14
- e. Handbooks 22
- f. Fundraisers 142

8. ACTION

- a. 2nd Reading of Policies 144
I move to accept the second reading of policies as presented.
- b. Continuous Improvement Plan 265
I move to accept the Continuous Improvement Plan as presented.

9. ADDITIONS TO AGENDA

10. FUTURE MEETING(s) INFORMATION

Policy Committee- August 20, 5:00 pm

Board Workshop- August 20, 6:00 pm

11. MOTION TO CLOSE BOARD MEETING FOR ATTORNEY CLIENT PRIVILEGE REGARDING THE HIGH SCHOOL TENNIS COURTS AND NEGOTIATIONS STRATEGY.

Pursuant to MN Statute 13D.05, subd. 2(b) & 3(b), I move to close the meeting for Attorney Client Privilege to discuss Independent School District No. 477, Princeton v. Midwest Asphalt Corporation v. Court Surfaces & Repair, Inc and for Negotiations Strategy.

12. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Vice Chair Chad Young on the **16th day of July, at 6:00 p.m.** in the District Center Board Room.

Roll Call: Members Present: Howard Vaillancourt, Eric Strandberg, Deb Ulm, Jim Tomsy, Chad Young, and Sue VanHooser. Members Absent: Eric Minks & Ellie Pomerleau.

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech and Director of Human Resources Jason Senne.

Spring Commendations: Commendation certificates were presented to students in archery, FFA, golf and adaptive bowling.

Citizen Comments: None

REPORTS

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

Howard Vaillancourt Policy Committee; Interview with Jessica
Deb Ulm Finance Committee; Grievance Meeting
Chad Young Agenda Planning; Finance Committee
Sue VanHooser RRSEC Meeting; SEE Executive Board Meeting;
Interview with Jessica

Eric Strandberg
Jim Tomsy Policy Committee; Interview with Jessica

Superintendent Report: Continuous Improvement Plan and Organizational Structure discussion including Evaluation explanation.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm seconded by Sue VanHooser, **to approve the June 4th board meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Jim Tomsy, seconded by Howard Vaillancourt, **to approve the consent agenda as presented.** Personnel, Gifts, Grants, Bills, Treasurer's Report, Wire Transfers, Fundraisers, Handbooks, ATPPS-QComp, Joint Powers Agreement and

Amendment. Motion passed unanimously.

ACTION

10 Year LTFM Plan

Motion to accept the 10 Year Long Term Facility Maintenance Plan as proposed was made by Eric Strandberg, seconded by Howard Vaillancourt. Motion passed unanimously.

2020-2021 Calendar

Motion to accept the 2020-2021 Calendar as proposed was made by Deb Ulm, seconded by Sue VanHooser. Motion passed unanimously.

WORK SESSION

MSHSL “Why We Play” - Powerpoint presentation/video was viewed.

First Reading of Policies - Policies were reviewed.

Continuous Improvement Plan - The improvement plan was discussed and reviewed.

Long Range Plan - The long range plan was discussed.

Health Insurance - Jason Senne presented on the Health Insurance/HITTA plan.

ADDITIONS TO AGENDA- None

FUTURE MEETINGS

Finance Committee Meeting - August 6th, 4:30pm

Regular Board Meeting- August 6th, 6:00pm

ADJOURN

Motion to adjourn the meeting was made by Eric Strandberg and seconded by Jim Tomsy. The meeting was adjourned at 8:00 p.m.

Vice Chair Chad Young

Clerk Sue VanHooser

Recorder- Sonia Strickland

8.6.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Gerads	Trisha	PS	1st Grade Teacher	PEA	Chelsey Nordine	7.19.19	\$40,348.00
New Hire	Gertken	Brett	HS	LTS Technology & Engineering	PEA	Darrien Meixell	8.19.19	\$40,348.00
New Hire	Fieldseth	Kristy	MS	MS Asst Principal/AD Secretary	Secretary	Greta Schimming	8.15.19	\$18.82/hour

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Weyer	Lyssa	MS	STEAM Teacher	PEA		7.12.19	
Resignation	Johnson	Erin	HS	Varisty Cheer Coach	Activities		5.15.19	
Resignation	Modrow	Roxanne	FC	Preschool Tiger Club Lead	Community Ed		8.15.19	
Resignation	Stenzel	Michelle	IS	5th Grade Teacher	PEA		7.24.19	
Resignation	Roubinek	Noelle	DC	EL Instruction	PEA		7.22.19	
Resignation	Abraham	Kristin	MS	Food Service	Food Service		7.12.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Johnson	Megan	PS	Kindergarten Teacher	PEA		2019-2020	
LOA	Cloutier	Ashley	MS	Paraprofessional	Para		9.3.19-9.23.19	
LOA	Cloutier	Brett	MS	Social Studies Teacher	PEA		9.23.19-10.28.19	
LOA	Pidde	Tracy	IS	3rd Grade Teacher	PEA		7.21.19-9.27.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Alderink	Kris	HS	Academic Behavior Asst	Para	Deb Soens	7.10.19	
Change in Assignment	Schimming	Greta	HS	Secretary Asst Principal	Secretary	Jackie Lindenfelser	7.11.19	
Change in Assignment	Nordine	Chelsey	PS	Kindergarten Teacher	PEA	Megan Johnson	7.19.19	
Change in Assignment	Efta	Sarah	FC	Tiger Club Lead	Community Ed		6.4.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Murray	Courtney	MS	MS Robotics Coach	Activities	Charity Trinkhouse	9.3.19	\$2,017.00
Extra Duty	Pham	Mathew	MS	MS Jazz Band	Activities	Carol Fillafer	9.3.19	\$1,210.00
Extra Duty	Sherman	Brenna	MS	MS Jazz Band	Activities	Jane Miller	9.3.19	\$1,210.00
Extra Duty	Archer	Samuel	MS	MS Football Coach	Activities	Scott Walquist	8.26.19	\$2,017.00
Extra Duty	Wogen	Eric	HS	Asst Boys Soccer (Float)	Activities		8.12.19	\$3,228.00
Extra Duty	Totzke	Breanna	MS	MS Volleyball Coach	Activities	Alyssa Solberg	8.26.19	\$2,017.00

Extra Duty	Fay	Alex	PS	Teacher Mentor	PEA	Jackie Strandberg	7.17.19	\$500/year
Extra Duty	Zins	Aubry	HS	9th grade Volleyball Coach	Activities	Alex Fay	8.12.19	\$2,824.00
Extra Duty	Miller	Stacy	PS	Teacher Mentor	PEA		7.17.19	\$1000/year
Extra Duty	Sherman	Breanna	MS	Summer Band Camp	Activities	Jane Miller	8.19.19	\$1,210.00
Extra Duty	Pham	Matthew	MS	Summer Band Camp	Activities	Carol Fillafer	8.19.19	\$1,210.00

Princeton Public Schools #477
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$480,691.44
02	Food Service	\$9,431.19
04	Community Service	\$8,113.11
06	Construction	\$523,059.86
10	Student Activities	\$17,615.12
Report Total		\$1,038,910.72

Princeton Public Schools #477
Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	80694	173147	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	07/15/2019	242.40
			80697	173148	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	07/12/2019	1,017.37
			80696	173149	Check	1	10584		CARD SERVICES	Yes	No	No	USD	07/12/2019	105.85
			80715	173150	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/12/2019	36.70
			80712	173151	Check	1	1903		CONFIDENCE LEARNING CENTER	Yes	No	No	USD	07/12/2019	432.00
			80708	173152	Check	1	15699	1	CULINEX	Yes	No	No	USD	07/12/2019	988.12
			80713	173153	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	07/12/2019	13.50
			80714	173154	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	07/12/2019	63.49
			80702	173155	Check	1	14138		HILL LAURA	Yes	No	No	USD	07/12/2019	14.55
			80706	173156	Check	1	15415		INDEPENDENT EMERGENCY SERVICE	Yes	No	No	USD	07/12/2019	75.39
			80710	173157	Check	1	16198		INTEGRATED FOOD SERVICE	Yes	No	No	USD	07/12/2019	724.64
			80695	173158	Check	1	10237		INTEGRATED SYSTEMS CORPORATION	Yes	No	No	USD	07/12/2019	416.67
			80717	173159	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/12/2019	1,272.00
			80699	173160	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/12/2019	1,290.14
			80704	173161	Check	1	14553		MILACA MOVIE THEATRE	Yes	No	No	USD	07/12/2019	54.00
			80711	173162	Check	1	16372		MINNESOTA COMPUTERS FOR SCHOOLS	Yes	Yes	No	USD	07/12/2019	1,550.00
			80698	173163	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	07/12/2019	171.16
			80709	173165	Check	1	16049		NATIONAL RECOGNITION PRODUCTS	Yes	No	No	USD	07/12/2019	16.03
			80700	173166	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/12/2019	33,473.36
			80716	173167	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	07/12/2019	1,132.00
			80705	173168	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	07/12/2019	1,463.54
			80703	173169	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	07/12/2019	5,024.16
			80701	173170	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	07/12/2019	320.16
			80718	173171	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	07/16/2019	22,357.98
			80721	173172	Check	1	16395		THOMAS MURPHY JR.	Yes	No	No	USD	07/18/2019	700.00
			80728	173173	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	07/19/2019	4,522.68
			80729	173174	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	07/19/2019	1,231.62
			80735	173175	Check	1	12971		ASSOC. FOR MIDDLE LEVEL EDUCATION	Yes	No	No	USD	07/19/2019	369.91
			80742	173176	Check	1	14725		BRAGG JENNIFER	Yes	No	No	USD	07/19/2019	7.60
			80732	173177	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	07/19/2019	987.00
			80754	173178	Check	1	16367		BRENNAN CONSTRUCTION OF MN, INC	Yes	No	No	USD	07/19/2019	167,227.55
			80751	173179	Check	1	16209		BULBS.COM	Yes	No	No	USD	07/19/2019	99.75
			80748	173180	Check	1	15724		CLIMATE MAKERS INC	Yes	No	No	USD	07/19/2019	239.13
			80777	173181	Check	1	7321	1	COMMITTEE FOR CHILDREN	Yes	No	No	USD	07/19/2019	3,861.00
			80756	173182	Check	1	16396		COMMONWEALTH CAPITAL, LLC	Yes	No	No	USD	07/19/2019	2,000.00
			80753	173183	Check	1	16364		CREATIVE STUDIO 23	Yes	No	No	USD	07/19/2019	140.00
			80741	173184	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	07/19/2019	98.34
			80749	173185	Check	1	15830		DAIKIN APPLIED AMERICAS INC	Yes	No	No	USD	07/19/2019	1,790.00
			80727	173186	Check	1	10069		DALCO	Yes	No	No	USD	07/19/2019	1,025.67
			80731	173187	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	07/19/2019	374.70
			80758	173188	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	07/19/2019	86.40

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Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
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			80759	173190	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	07/19/2019	23.00
			80766	173191	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	07/19/2019	300.00
			80760	173192	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	07/19/2019	1,780.21
			80761	173193	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	07/19/2019	101.66
			80755	173194	Check	1	16393		FPI PAVING CONTRACTORS, INC.	Yes	No	No	USD	07/19/2019	112,603.50
			80775	173195	Check	1	6645		GRAINGER	Yes	No	No	USD	07/19/2019	581.67
			80762	173196	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	07/19/2019	38.63
			80763	173197	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	07/19/2019	2,550.02
			80747	173198	Check	1	15642		LARSON ENGINEERING, INC.	Yes	No	No	USD	07/19/2019	2,000.00
			80764	173199	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	07/19/2019	540.00
			80743	173200	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	07/19/2019	1,800.00
			80734	173201	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/19/2019	244.48
			80730	173202	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	07/19/2019	174.04
			80765	173203	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	07/19/2019	86.24
			80757	173204	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	07/19/2019	280.00
			80737	173205	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/19/2019	1,177.50
			80745	173206	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	07/19/2019	2,013.15
			80767	173207	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	07/19/2019	8,284.50
			80776	173208	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	07/19/2019	80.00
			80768	173209	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	07/19/2019	735.00
			80769	173210	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	07/19/2019	746.27
			80733	173211	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	07/19/2019	409.00
			80773	173212	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	07/19/2019	2,000.00
			80739	173213	Check	1	13491		RIVERSIDE FAMILY CHIROPRACTIC	Yes	No	No	USD	07/19/2019	120.00
			80770	173214	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	07/19/2019	58.17
			80771	173215	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	07/19/2019	135.00
			80746	173216	Check	1	15641	1	SIGNART CO. INC.	Yes	No	No	USD	07/19/2019	618.75
			80738	173217	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	07/19/2019	172.50
			80752	173218	Check	1	16255		SVL - SCHWAB VOLLHABER LUBRAT	Yes	No	No	USD	07/19/2019	199,592.00
			80744	173219	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	07/19/2019	256.00
			80772	173220	Check	1	6294	3	UNITED STATES TREASURY	Yes	No	No	USD	07/19/2019	1,283.75
			80736	173221	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	07/19/2019	3,296.45
			80774	173222	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	07/19/2019	96.20
			80740	173223	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	07/19/2019	26,421.12
			80780	173224	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	07/22/2019	8,552.49
			80783	173225	Check	1	1028	1	ACCURATE LABEL DESIGNS	Yes	No	No	USD	07/26/2019	122.95
			80829	173226	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	07/26/2019	4,173.34
			80785	173227	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	No	No	USD	07/26/2019	1,129.96
			80807	173228	Check	1	16400		ANDRES RUSS	Yes	No	No	USD	07/26/2019	195.00
			80820	173229	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	07/26/2019	55.43

Princeton Public Schools #477 Check Register by Bank and Check

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0477		001	80833	173230	Check	1	9785	2	BREAKDOWN SPORTS USA	Yes	No	No	USD	07/26/2019	450.00
			80804	173231	Check	1	16373		CENTER FOR RESPONSIVE SCHOOL	Yes	No	No	USD	07/26/2019	729.00
			80819	173232	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/26/2019	2,508.92
			80808	173233	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	07/26/2019	7.20
			80794	173234	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	07/26/2019	13.39
			80809	173235	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	07/26/2019	1,960.56
			80782	173236	Check	1	10069		DALCO	Yes	No	No	USD	07/26/2019	46.38
			80810	173237	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	07/26/2019	110.64
			80791	173238	Check	1	13741		EDMENTUM	Yes	No	No	USD	07/26/2019	6,683.75
			80832	173239	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	07/26/2019	340.42
			80811	173240	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	07/26/2019	9,156.26
			80787	173241	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	07/26/2019	144,171.53
			80798	173242	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	07/26/2019	240.80
			80790	173243	Check	1	13229		FAIRVIEW	Yes	No	No	USD	07/26/2019	13,620.00
			80793	173244	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	07/26/2019	171.31
			80792	173245	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	07/26/2019	360.00
			80812	173246	Check	1	2853		GRIMES HORTICULTURE	Yes	No	No	USD	07/26/2019	24.88
			80813	173247	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	07/26/2019	431.71
			80814	173248	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	07/26/2019	614.27
			80815	173249	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	07/26/2019	111.68
			80816	173250	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	07/26/2019	1,260.51
			80788	173251	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	07/26/2019	5,502.90
			80817	173252	Check	1	3927		LUPKES JESSICA	Yes	No	No	USD	07/26/2019	30.00
			80818	173253	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	07/26/2019	936.96
			80806	173254	Check	1	16399		MASON SAMANTHA	Yes	No	No	USD	07/26/2019	44.00
			80784	173255	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	07/26/2019	338.48
			80830	173256	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/26/2019	1,495.00
			80831	173257	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	07/26/2019	661.25
			80789	173258	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/26/2019	227.52
			80786	173259	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	07/26/2019	130.00
			80803	173260	Check	1	16371		MULCAHY COMPANY, INC.	Yes	No	No	USD	07/26/2019	6,724.00
			80801	173261	Check	1	16182		MUSKA ELECTRIC	Yes	No	No	USD	07/26/2019	66,780.00
			80800	173262	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	07/26/2019	26.19
			80795	173263	Check	1	14465		ODYSSEYWARE	Yes	No	No	USD	07/26/2019	33,750.00
			80821	173264	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	07/26/2019	60.36
			80805	173265	Check	1	16398		PATTERSON ANN	Yes	No	No	USD	07/26/2019	52.00
			80802	173266	Check	1	16289		PCS EDVENTURES	Yes	No	No	USD	07/26/2019	2,509.00
			80834	173267	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	07/26/2019	288.00
			80822	173268	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	No	No	USD	07/26/2019	27.00
			80824	173269	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	07/26/2019	73,548.64
			80823	173270	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/26/2019	175.00

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	80799	173271	Check	1	15461		READING & MATH, INC.	Yes	No	No	USD	07/26/2019	10,000.00
			80796	173272	Check	1	14715		rSCHOOLTODAY	Yes	No	No	USD	07/26/2019	4,600.00
			80826	173273	Check	1	5553	6	SCHOLASTIC INC	Yes	No	No	USD	07/26/2019	1,956.44
			80825	173274	Check	1	5553		SCHOLASTIC INC.	Yes	No	No	USD	07/26/2019	2,700.00
			80827	173275	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	07/26/2019	234.23
			80828	173276	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	07/26/2019	244.12
			80797	173277	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	07/26/2019	190.24
			80835	173278	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	07/26/2019	13.35
			80844	173279	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	07/31/2019	217.57
			80845	173280	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	07/31/2019	120.54
			80846	173281	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	07/31/2019	182.18
			80847	173282	Check	1	4584	4	NCBERS GROUP LIFE INS.	Yes	No	No	USD	07/31/2019	64.00
			80848	173283	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	07/31/2019	92.00
			80852	173284	Check	1	11043	1	AMERICAN ENGINEERING TESTING	Yes	No	No	USD	08/06/2019	4,779.90
			80894	173285	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	08/06/2019	1,137.00
			80864	173286	Check	1	15796		BYTESPEED LLC	Yes	No	No	USD	08/06/2019	2,466.00
			80870	173287	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	08/06/2019	7,218.60
			80862	173288	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	08/06/2019	8,140.00
			80869	173289	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	08/06/2019	33.91
			80871	173290	Check	1	1846	2	CNA SURETY	Yes	No	No	USD	08/06/2019	75.00
			80872	173291	Check	1	1876		COMPANION	Yes	No	No	USD	08/06/2019	5,292.00
			80849	173292	Check	1	10069		DALCO	Yes	No	No	USD	08/06/2019	1,086.64
			80873	173293	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	08/06/2019	26,314.00
			80860	173294	Check	1	14833	2	FASTBRIDGE LEARNING	Yes	No	No	USD	08/06/2019	10,500.00
			80895	173295	Check	1	9103		FLR SANDERS	Yes	No	No	USD	08/06/2019	10,275.30
			80857	173296	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	08/06/2019	5,304.00
			80874	173297	Check	1	2626		FREE SPIRIT PUBLISHING INC	Yes	No	No	USD	08/06/2019	25.33
			80875	173298	Check	1	2775		GOPHER	Yes	No	No	USD	08/06/2019	390.23
			80892	173299	Check	1	6645		GRAINGER	Yes	No	No	USD	08/06/2019	1,959.61
			80876	173300	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	08/06/2019	170.93
			80877	173301	Check	1	3121	1	HI-TECH REFRIGERATION	Yes	No	No	USD	08/06/2019	234.25
			80878	173302	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	08/06/2019	16,328.47
			80853	173303	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	08/06/2019	213,019.00
			80865	173304	Check	1	15959	2	INFOBASE	Yes	No	No	USD	08/06/2019	2,587.19
			80879	173305	Check	1	3701		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	08/06/2019	144.18
			80855	173306	Check	1	13027	1	LEARNING SCIENCES INTERNATIONAL	Yes	No	No	USD	08/06/2019	2,000.00
			80854	173307	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	08/06/2019	567.50
			80896	173308	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	08/06/2019	1,800.00
			80893	173309	Check	1	7554	1	MPS	Yes	No	No	USD	08/06/2019	5,609.24
			80868	173310	Check	1	16371		MULCAHY COMPANY, INC.	Yes	No	No	USD	08/06/2019	2,253.00
			80866	173311	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	08/06/2019	16.00

Princeton Public Schools #477 Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	80880	173312	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	08/06/2019	629.75
		80861	173313	Check	1	15221	2	PEARSON EDUCATION, INC.	Yes	No	No	USD	08/06/2019	2,144.08
		80859	173314	Check	1	14665		POPP BINDING & LAMINATING INC.	Yes	No	No	USD	08/06/2019	1,489.00
		80881	173315	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	08/06/2019	721.68
		80882	173316	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	08/06/2019	175.00
		80883	173317	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	08/06/2019	1,222.97
		80884	173318	Check	1	5254	2	REALLY GOOD STUFF	Yes	No	No	USD	08/06/2019	282.98
		80885	173319	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	No	No	USD	08/06/2019	70.30
		80851	173320	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	08/06/2019	3,859.10
		80850	173321	Check	1	10923	1	ROCHESTER 100 INC	Yes	No	No	USD	08/06/2019	856.55
		80856	173322	Check	1	13375	1	SCHOOL OUTFITTERS	Yes	No	No	USD	08/06/2019	216.45
		80886	173323	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	08/06/2019	156.72
		80887	173324	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	08/06/2019	1,875.00
		80888	173325	Check	1	6086		TECH CHECK	Yes	No	No	USD	08/06/2019	637.04
		80889	173326	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	08/06/2019	3,861.00
		80867	173327	Check	1	16343		TWIN CONSTRUCTION, LLC	Yes	No	No	USD	08/06/2019	34,930.00
		80890	173328	Check	1	6290	5	UNITED RENTALS (NORTH AMERICA	Yes	No	No	USD	08/06/2019	1,226.32
		80858	173329	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/06/2019	4,481.53
		80891	173330	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	08/06/2019	205.10
		80863	173331	Check	1	15590	2	WEVIDEO, INC.	Yes	No	No	USD	08/06/2019	5,345.00

Bank Total: 001

\$1,433,023.57

Report Total:

\$1,433,023.57

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

Type	Date Submitted	Grant Name	School	Applicant	Approx Funds
Grant	7.17.19	Minnesota's Kinship Navigator Program	FC	Amy Korkemeier-Howard	\$17,000.00

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Bernickes, PO Box 7457, St. Cloud, MN
56302-7457

Description of gift: Beverages for middle
School end of year Carnival
(valued @ \$130.00)

Pre-Condition, Condition, or Limitation on use:
Middle School end of year
Carnival for our students.

How this gift specifically relates to the program or school: Beverages
provided for students at
the Carnival.

This gift meets all requirements of Policy 706

Accepted Not Accepted *Paul H/Vu* Date: 6/27/19
Principal or Director

Accepted Not Accepted *[Signature]* Date: 7/10/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval Revised: May 14, 2013



PRINCETON MIDDLE SCHOOL



COPY

Thursday, June 27, 2019

Dear Staff at Bernicks,

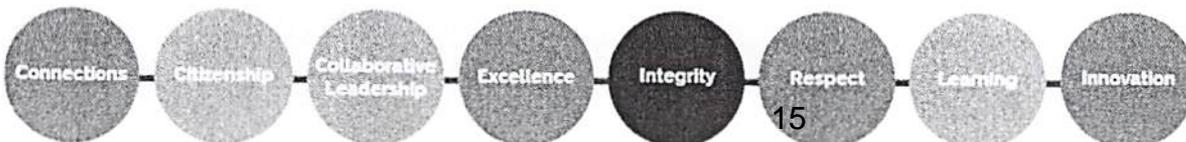
On behalf of the Princeton Middle School, I would like to thank you for your generous donation of beverages for our students end-of-the-year carnival. It most definitely was enjoyed by our middle schoolers.

Thank you again for your thoughtfulness and generosity.

With Appreciation,

Dan Voce
Princeton Middle School Principal

Core Values





PRINCETON
PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

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

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

Donor name Christ Our Light Catholic Parish

Description of gift \$310.00 check # 9412
Copy of check attached

Pre-Condition, Condition, or Limitation on use Angel Lunch Account

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

This gift meets all requirements of Policy 706 Mag Segman
Staff Name

Accepted Not Accepted Michelle Gresh Date: 7/15/19
Principal or Director

Accepted Not Accepted _____ Date: 7/25/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

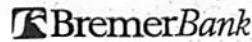
Code Assigned: _____ Program Name _____ Routing: _____

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

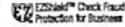
HOLD TO LIGHT TO VIEW THIS WATERMARK ON PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

CHRIST OUR LIGHT CATHOLIC PARISH

804 7th AVENUE SOUTH
PRINCETON, MN 55371-2113



800-908-BANK (2265)
Bremer.com
75-1041/960



06/13/2019

PAY TO THE
ORDER OF

Princeton School District

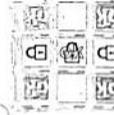
\$**310.00

Three hundred ten and 00/100*****

DOLLARS

Princeton School District
Attn: Angel Fund

Princeton, MN 55371



Ken Anderson

Denny Creamer

AUTHORIZED SIGNATURE

MEMO

⑈009412⑈ ⑆096010415⑆ 06778518⑈

CHRIST OUR LIGHT CATHOLIC PARISH

06/13/2019

Princeton School District

Angel Fund for School Lunches from the Fundraiser

310.00

General Checking:General Operating Func

310.00

Security features. Details on back.



PRINCETON
DISTRICT CENTER

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Coborn's Inc - Labels for Learning

Description of gift: \$341.50 for customers taking part in the Coborn's Labels for Learning program.

Pre-Condition, Condition, or Limitation on use: na

How this gift specifically relates to the program or school: This money will go into the student activity fund to be used for student relate costs... such as 100th day activities + end of year carnival needs.

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted _____
Staff Name _____ Date: 7/17/19
Principal or Director _____

Accepted Not Accepted _____
Superintendent _____ Date: 7/25/19

Accepted Not Accepted _____
School Board Chairperson _____ Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached) na

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016



PRINCETON
DISTRICT CENTER

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Harold Kruschke - BP Employee charitable giving program

Description of gift:

\$300⁰⁰ donation

Pre-Condition, Condition, or Limitation on use: na

How this gift specifically relates to the program or school: This donation will go into the student activity fund to be used for such things as student lyceums & author visits.

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted

Staff Name _____
Principal or Director [Signature]

Date: 7/17/19

Accepted Not Accepted

Superintendent [Signature]

Date: 7/25/19

Accepted Not Accepted

School Board Chairperson _____

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016



PRINCETON
DISTRICT CENTER

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Walmart

Description of gift: \$25⁰⁰ gift card

Pre-Condition, Condition, or Limitation on use: 2019 Summer Tiger Academy program

How this gift specifically relates to the program or school: It will be used to purchase supplies for this K-6² summer program.

This gift meets all requirements of Policy 706 _____

Accepted Not Accepted _____
Principal or Director *[Signature]* Staff Name _____ Date: 7/18/19

Accepted Not Accepted _____
Superintendent *[Signature]* Date: 7/29/19

Accepted Not Accepted _____
School Board Chairperson Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 18, 2016

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Princeton Football Boosters

Description of gift: \$2500 worth of Equipment for the HS football program and the weight room
med balls, ladders, jump ropes, bottles, water jugs, cones, Blocking Bags, Harnesses

Pre-Condition, Condition, or Limitation on use: used for HS Football & weight lifting groups

How this gift specifically relates to the program or school: Improvement of HS Football program and weight room equipment

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 7/24/19
Principal or Director

Accepted Not Accepted [Signature] Date: 7/27/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval

Revised: October 29, 2013

Student Services 2019-20 Handbook Summary of Changes

- Updated year reference
- Updated table of contents
- Update School Board members
- Added Flexible Learning Days info
- Updated district calendar
- Updated student enrollment info
- Updated graduation credit requirements
- Added Academic & Graduation Recognition Programs
- Updated Commencement (graduation) info
- Added info on make-up work
- Updated schedule adjustments
- Added Grading Scale
- Added Procedures for responsible use of district technology and 1:1 student devices
- Updated Bus Expectations
- Updated term dates
- Added ALC lunch delivery info
- Removed Princeton Online Academy Section
- Update request for non-disclosure of student information form in the forms section
- Updated statewide testing form in the forms section
- Added Responsible Use Policy Agreement in forms section
- Updated typos and formatting
- Updated policy: 404, 413, 418, 419, 503, 506, 514, 524 to copy what is on the district website

[2019-20 Student Services Handbook](#)



PRINCETON

STUDENT SERVICES

Student and Family Handbook
2019-2020

Area Learning Center | Educational Options | Onward | Special Education

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Welcome to Princeton Student Services

Dear Students and Parents/Guardians,

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

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

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

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

We hope you have an enjoyable and productive school year!

Sincerely,

Erin Dohrmann

Director of Student Services

Superintendent of Schools

Name	Title	Phone	Email
Ben Barton	Superintendent	763-389-6184	ben.barton@isd477.org

School Board

Name	Title	Phone	Email
Eric Minks	Chair	763-238-1571	eric.minks@isd477.org
Eric Strandberg	Director	763-226-7664	eric.strandberg@isd477.org
Jim Tomsy	Director	612-812-2784	jim.tomsy@isd477.org
Deb Ulm	Treasurer	763-234-7645	deb.ulm@isd477.org
Howard Vaillancourt	Acting Clerk	763-389-3627	howard.vaillancourt@isd477.org
Sue VanHooser	Clerk	763-389-5271	sue.vanhooer@isd477.org
Chad Young	Vice Chair	763-389-4217	chad.young@isd477.org

Flexible Learning Days

A Flexible Learning Day means that school can be in session without students and staff being physically present at the school. Flexible learning days may be planned in advance or take place in the event of an unscheduled school closure. Flexible Learning Days may be used instead of cancelling school for a "snow day".

Students will be informed of a Flexible Learning Day in the same way that school cancellations are made. Teachers will post assignments in Google Classroom or Schoology by 10:00 a.m. on Flexible Learning Days. Students are to have their assigned Chromebook at home with them and therefore can access the assignments and make progress. Flexible learning assignments are not due the following day and extended time (up to 1 week) is provided.

Students in online courses continue their online work as usual. No additional assignments or extended time will be created as a result of flexible learning days.

OJT/Independent Study - Students in OJT or completing an independent study should continue their work as usual. No additional assignments or extended time will be created for the OJT/Independent Study period. Teacher meetings scheduled on a flexible learning day will be rescheduled.

Emergency School Closing

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

Radio:

- WCCO 830 AM
- WQPM 1300 AM / KLCI 106.1 FM
- KBK 95.5 FM
- KCLD 104.7 FM / KZPK 98.9 FM / KCML 99.9 FM

Acceptance is contingent upon the completion of all online enrollment information and required documents. The online enrollment packet includes:

- Student Information (with copy of Birth Certificate)
- Parent/Guardian Information
- Emergency contact information
- Additional Enrollment/Placement Information Form
- Student Residency Questionnaire
- Student Language Survey
- Handbook Review Form
- Field Trip Permission Form
- School Bus Request Form
- Application for Educational Benefits
- 1:1 Technology & Device Agreement Online Form
- Student/Parent Online Expectations Form
- Pupil Immunization Form
- MDE Statewide Open Enrollment Options Form (for students not living in the Princeton school district)
- Release of Information (for students attending Educational Options at Accurate Home Care)

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

Upon acceptance of your enrollment and completion of the online enrollment, the following steps will occur:

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

Note: As a result of the U.S. Supreme Court Ruling, school personnel may not deny admission to a student during initial enrollment or any other time on basis of undocumented status; or require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (458 U.S. 1131{1982}).

Academics

Instructional Services

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

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

Transfer Credits

Official transcripts are required in order to properly transfer credits into your program. Credit acceptance depends on the course content, number of credits, and the current school district and state graduation requirements. It is possible that the credit totals may be different than the previous schools attended, as Princeton Student Services courses are based on 1 credit per class/trimester, with a total of 60-65 credits needed for graduation, depending upon graduation year. Students do not lose credits when transferring schools, although credit conversions and graduation requirements do differ between school districts.

Military Enlisted – Red, White and Blue Cord

The student must provide enlistment information to his/her guidance counselor at least one week prior to graduation. Documentation verifying enlistment status may be required by the principal.

NHS Member – Royal Blue Cord

Commencement (Graduation)

Any senior wishing to participate in graduation ceremonies must complete all graduation requirements prior to commencement, according to a timeline established by the program administrator, and must be a student in good standing. All school property (books, equipment, Chromebooks, misc.) must be returned and all fines/fees must be paid prior to Commencement.

The Commencement ceremony is a formal event and students are expected to adhere to the following dress code: Students are to wear the traditional black graduation cap and gown and are expected to wear skirts/dresses or dress slacks and dress shoes under the robe. Jeans/shorts and tennis shoes or flip-flops are not appropriate. If a student chooses not to wear the cap and gown, they may wear a white button down, collared blouse or shirt and black pants or skirt with appropriate footwear.

Students wearing inappropriate attire that does not meet the general school dress code or does not meet the dress code expectations for graduation (included above) may not be allowed to participate in the graduation ceremony. Per [Policy 550](#), no other cords, stoles, or insignia, except those awarded and approved by administration, are permitted to be worn during the graduation ceremony.

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

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

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

Early Graduation

The early graduate must understand that he or she:

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

State Testing

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

The required MCA tests are:

- Grade 3: Reading, Mathematics
- Grade 4: Reading and Mathematics
- Grade 5: Reading, Mathematics and Science
- Grade 6: Reading and Mathematics
- Grade 7: Reading and Mathematics
- Grade 8: Reading, Mathematics and Science

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

Repeating Courses

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

Credit Recovery

High School students who are behind in credits needed for graduation can request participation in the extended day and/or summer credit recovery program. Registration for credit recovery is completed with the support of the guidance counselor.

Concern Conference

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

Post-Secondary Enrollment Option (PSEO)

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

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

How to Enroll in PSEO

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

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

Grading

Progress Report

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

Grade Calculation Guideline

Teachers will establish the guidelines for determining letter grades. Students will be informed of these guidelines at the beginning of each course. Grades are available on Skyward throughout the trimester. The final grade at the end of each trimester will be recorded on the student's permanent record. Interpretation of grades is listed below:

- A - excellent
- B - very good
- C - satisfactory
- D - lowest passing mark
- F - failure
- I - incomplete
- P/F - pass/fail
- NG - no grade
- W - withdrawal from course without penalty

Grading Scale

A	92.5 - 100.00
A-	89.5 - 92.49
B+	86.5 - 89.49
B	82.5 - 86.49
B-	79.5 - 82.49
C+	76.5 - 79.49
C	72.5 - 76.49
C-	69.5 - 72.49
D+	66.5 - 69.49
D	62.5 - 66.49
D-	59.5 - 62.49
F	0.00 - 59.49

Attendance

The department of Student Services staff believe regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this procedure is to encourage regular school attendance as defined by the educational program the student is enrolled.

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

The district policy related to student attendance can be found in the District Policy section of this handbook. Specific definitions related to student attendance are included in this policy.

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

Formal Withdrawal

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

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

Participation in Activities at Princeton Middle & Princeton High School

Students enrolled in Student Services programs have the option of enrolling in activities through Princeton Middle School and Princeton High School. Activities programs are considered an integral part of the total educational process. The purpose of the programs is to provide educational experiences which complement that process and help students attain the goals of Princeton Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically, which contributes to their becoming effective members of society.

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

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

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

Timeline for participants:

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

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

Registration information can be requested by contacting:

Debbie Jenson

PHS Activities Office

Phone: 763-389-6002

Email: debbie.jenson@isd477.org

Web: <https://princetonhigh-ar.schooltoday.com/>

Service and Protection Plans

The district will provide an optional service and protection plan covering repairs and accidental damage. This optional plan does not cover a lost/stolen device or damages caused by misuse and abuse. All repairs on any school device must be completed by a school technician or sent out by the district to an approved service vendor.

Families must choose an insurance option when signing the digital device agreement before a student will be issued their device.

Option 1 - \$30 nonrefundable Annual Service and Protection Plan which covers the cost of repair and accidental damage. The insurance plan will cover the device for two incidents of accidental damage. It does not cover lost or stolen devices, chargers, or cases. Family annual maximum is \$60.

Option 2 - Personal Insurance Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. The deductible may be higher than the cost of the device. Proof of insurance must be attached to this form.

Option 3 - No Insurance (Individual Liability) You agree to pay the full amount for repairs or replacements due to damage, theft and all other losses. A screen replacement is \$70, a replacement Chromebook is \$250, a replacement case is \$55.

Device Distribution

Forms Needed

All parents and students are required to read and sign the Responsible Use Policy Agreement and Service and Protection Plan form before a device will be distributed to the student.

- Forms will be completed online through Skyward.
- A paper copy will be made available by request.
- Students will not receive a device until forms are signed by a parent or guardian in Skyward.
- Extra devices will be set up during Intermediate, Middle School, High School, and Student Services open houses for parents to fill out forms if they are unable to fill out forms at home.

Device Distribution

- Students in grades 3-5 will receive devices from the teacher in the classroom the first week of school. Teachers will have carts of chromebooks in classrooms that will be numbered. Each student will be assigned a numbered device and will be responsible for that device for the school year.
- Students in grade 6 will receive their device and charger on WEB day.
- Students in grades 7-8 will receive their device and charger at open house.
- Students in grade 9 will receive their device and charger on LINK day.
- Students in grades 10-12 will receive their device and charger the first week of school.
- Students attending Princeton ALC or Princeton Online Academy will access devices through the Department of Student Services during the first week of school.
- New students will be able to pick up their device in the media center once their form has been signed in Skyward.

Device Collection

At the conclusion of the school year, students will return their device and charger to be redistributed in the fall.

Grace period for

- If basic troubleshooting does not help, students in 6-12 will bring the device to the media center for further help or repairs.
- If basic troubleshooting does not help for students in 3-5, their teachers will complete a tech work order to have the device checked by a district technician.
- Loaner devices may be issued to students if their device is being repaired.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.
- Students will be contacted when their device is repaired. Students must return the loaner device before receiving the repaired device.

Charging Devices

Students in grades 6-12 will charge their devices at home each evening and bring their device to school each day fully charged.

- Students in grades 3-5 will charge devices at school in classroom carts. Chargers will stay at school, even when devices are sent home. Charged devices can last 1-2 days without a charge.

Chargers **will not** be available for check out from the media center. Teachers may have extra chargers in their classrooms that they will allow students to use at their discretion.

Replacement chargers can be purchased in the media center for \$20 and are not covered by the optional insurance plan.

Device Maintenance

- Devices must remain free of any writing drawing, stickers, or labels (other than labels placed on device by district)
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to devices.
- Devices in cases should not be removed from their case, except for repairs by a district technician or technology staff member.
- Cords and cables can be fragile and must be inserted carefully into the device. Do not wrap cords too tightly as this can cause them to fray.
- Do not stack books or other heavy items on top of devices; this can damage the screen.
- Do not expose the device to extreme temperatures or direct sunlight for extended periods of time.

Personalizing Student Device

- Devices are to remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Princeton Public Schools.
- Students may add appropriate music, photos, and videos to their device.

Sound

- Sound must be muted at all times unless permitted by teacher or other staff member.
- Headphones may be used only at teacher discretion.

Printing

- Chromebooks will not be set up for printing at school.
- Students are encouraged to digitally publish and share their work with their teachers and peers when assigned and appropriate.

Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. There is no minimum payment on line...

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

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

Free or Reduced Lunches

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. [New Forms must be filled out each year](#). Forms are mailed home and handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the form to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Kindergarten, First and Second Grade Snack Time Milk

Milk is offered as an option at snack break. The cost is \$0.40 for each milk. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program DOES NOT apply to milk taken at snack time. If you do not want your student to take snack milk, please discuss this with your child and the classroom teacher. This count is taken in the classroom and the lunch room has no control over who takes milk.

Prices (subject to change):

Breakfast (All Schools)	\$1.50	Lunch (Primary & Intermediate)	\$2.50
Reduced Breakfast	\$0.00	Lunch (Middle & High School)	\$2.60
Extra Lunch Milk (Everyone)	\$0.40	Reduced Lunch	\$0.00
Snack Milk (grade K-2 only)	\$0.40	Second Lunch (MS & HS Only)	\$3.15
Adult Breakfast	\$2.10	Second Entree Only (MS & HS Only)	\$1.95
Adult Lunch	\$4.00		

Student Lunch Menus

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

Student Cold Lunches

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

Breakfast Program

School breakfast is offered every school day. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

1. All students attending the ALC are required to park in the Student Services lot.
2. The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their access revoked for a specified time.
3. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
4. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct patrols of parking lot and routinely inspect the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. (For more information, see [Policy 527](#) on the district website or in the policy section of this handbook.)

Health Services

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

District School Nurse 763-389-6195

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

Use of Health Services

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

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

Health Services Update Form

We ask that you update your student information, family information, emergency information, emergency contacts, and health information via Skyward Family Access. It is extremely important to update all medical information, phone and address changes, and alternate emergency contact persons as they occur during the school year. If a current emergency form is not on file in the office and we are unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.

Updating Student Health Information in Family Access

- Login and Click on the "Student Info" Tab on the left side of the screen

Child with a Health Concern

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

The District Nurse will assist in the development of an Individual Health Plan for your child at school each school year, and any time that changes occur within your child's health order. You will be asked to provide permission for the school district nurse to communicate with your child's healthcare provider by signing a Data Release Form, Individual Health Plan, and/or Action Plan for your child. These forms can be found on the Health Services page at isd477.org.

Health information about your child will be shared with school and transportation staff on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share any health concerns, information, and emergency medication with transportation staff to ensure the safety of your child while being transported.

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

Allergy Aware School

Parent/guardian of students attending the ALC or Onward program who have allergies are responsible to submit an Allergy Action Plan with the Health Care Provider and parent/guardian signature, Medication Administration Form with the health care provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information/plans with appropriate school personnel as needed. Parent/guardian is responsible to submit health information and emergency medications to the bus company if needed.

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts).

Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives. Latex-free gloves and bandages are used in the school Health Offices.

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

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

Immunizations

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

Screenings

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

Bus Expectations

Our goal is to provide safe transportation and a positive experience for all students. Transportation to and from school by bus is a privilege, not a right. This privilege can be suspended or terminated. Students are expected to follow the same behavior expectations while riding school buses, or at the bus stop, as those on school property, at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for

		bus suspension and/or a) restitution b) meeting with driver c) assigned seat	a) restitution b) meeting with driver c) assigned seat d) in-school consequences	meeting, possible loss of bus service and/or a) restitution b) meeting with driver c) assigned seat d) in-school consequences
Majors	Education, parent contact, written warning and in-school consequence, or 1 day suspension and/or a) restitution b) assigned seat	Education, parent contact, up to a 3 day bus suspension and/or a) restitution b) assigned seat c) meeting with driver, d) in-school consequences	Education, up to a 5 day bus suspension and a parent meeting and/or a) restitution b) assigned seat c) meeting with driver, d) in-school consequences	Education, up to a 7 day bus suspension and a parent meeting, possible loss of bus service and/or a) restitution b) assigned seat c) meeting with driver, d) in-school consequences

Education may include: Re-teaching bus expectations, counselor referral, conference with student, individual plan, role playing, reading replacement behavior stories, apology, etc.

Secondary: Middle and High School: Response to Bus Referrals				
	1st Incident	2nd Incident	3rd Incident	4+ Incident
Minors	Education, parent contact, and/or written warning	Education, parent contact, up to 3 day bus suspension and/or a) restitution b) meeting with driver c) assigned seat	Education, parent contact, up to 5 day bus suspension and/or a) restitution b) meeting with driver c) assigned seat d) in-school consequences	Education, parent contact, up to 10 day bus suspension, possible loss of bus service and/or a) restitution b) meeting with driver c) assigned seat d) in-school consequences
Majors	Education, parent contact, written warning and in-school consequence, up to a 5 day suspension and/or a) restitution b) assigned seat	Education, parent contact, up to a 7 day bus suspension and/or a) restitution b) assigned seat c) meeting with driver d) in-school consequences	Education, parent meeting, up to a 10 day bus suspension and parent meeting and/or a) restitution b) assigned seat c) meeting with driver d) in-school consequences.	Education, parent meeting, up to 20 day bus suspension with possible loss of bus service and/or a) restitution b) assigned seat c) meeting with driver d) in-school consequences.

*The principal or other designated administrator may impose other consequences, longer bus suspensions, and/or other school discipline as deemed appropriate on a case by case basis. Driver has the authority to assign seats at any time.

Student Responsibilities

Academic Honesty

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

Definition of Plagiarism:

- Plagiarism is to commit academic theft and to steal another's ideas or words and pass them off as one's own ideas or words.
- When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source.

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

Insubordination

“Insubordination” is refusing to comply with a reasonable request or directive of a staff member. Resolutions may include a conference with the staff member and/or school administration, parent notification, a concern conference, suspension, or other actions allowing restitution for the behavior.

Expected Behaviors at School Sponsored Events

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

Harmful or Nuisance Articles

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

Personal Appearance

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively tight clothing. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students whose dress and/or grooming is considered to be inappropriate will be asked to change and may be sent home from school.

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

Off Campus/Off Limits

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

Terroristic Threats

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

Bomb Threat

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

Vandalism

Program Options

Seat Based Option

A seat-based program is one in which students are scheduled to be at the ALC for a specified time period on a daily basis. All students under the age of 16 must be enrolled in a seat-based program. Seat based courses begin at 8:00 and conclude by 3:00. Students will be able to earn six or more credits each trimester.

Independent Study Option

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

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

Work-Based Learning Option

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

Project-Based Learning Option

Project-Based Learning is an individualized, self-paced instructional method that allows students to design and propose a series of activities that, upon teacher approval and completion, results in credit. Teachers retain authority to modify the project proposal, assess completed work and award credit. This may include a variety of program options including volunteer activities and personal development activities. Depending on the activities being completed, students may elect to leave school to complete coursework. Students who complete coursework at school will be provided an area to work. All rules related to student incentives apply.

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

Online Coursework

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

Attendance

Students attending seat-based courses are expected to arrive to class on time and attend school daily. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook. Parents should contact the Student Services office at 763-389-6719 to report a student absence.

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

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

Illness

Students who become ill during the school day must report to the front office. The Administrative Assistant will consult with the District Nurse to determine whether or not the student is able to continue with the school day. It is not acceptable for students to leave school because of illness without reporting to the front office.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Administrative Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified. Students who are 18 or older will be allowed to sign themselves out of school when ill, without parental permission.

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

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

Before returning to school:

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

Injuries

If an injury occurs at school, the Administrative Assistant will determine whether or not a student attending the ALC is able to continue with the school day, and call the parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach a parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. Please update all changes in home, work, and cell phone numbers to ensure contact can be made as necessary.

Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Electronic devices that disrupt or distract from the learning environment will be confiscated.

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

Students are prohibited from using cell phones during instructional time, unless given permission to do so by their teacher. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

Students may be required to turn in devices at the front office during instructional time. If a student refuses to comply, parents will be contacted for support.

Students are prohibited from using cell phones during class time but may use them at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Parents of a student who refuse to turn in his/her cell phone will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

Attendance

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

Course Credits

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. The number of hours of work completed in each course will also be reported. When students transition back to their resident district, parents and school staff will need to determine the credits earned based on the graduation requirements of the resident district.

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

Grading

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

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

Concern Conference

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

Illness / Injury

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

Electronic Devices

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

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

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

Illness

Students who become ill during the school day must report to the Health Office with support from Onward staff and the district nurse will determine whether or not the student is able to continue with the school day.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, Onward staff will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

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

Before returning to school:

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

Injuries

Onward staff with the support of the District Nurse will determine whether or not a student attending Onward program is able to continue with the school day, and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach a parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. Please update all changes in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the Director of Student Services will incur consequences.

Students are prohibited from using cell phones during class time but may use them at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Parents of a student who refuse to turn in his/her cell phone will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.



PRINCETON PUBLIC SCHOOLS



Request for Non-disclosure of Student Information

Parents and legal guardians can request for non-disclosure of student directory, with the exceptions notated in [Policy 515](#) section VII. Directory information can include (but is not limited to) student's name, ID, school district e-mail address, or photograph.

To request a student's directory information to be made private, please fill out the information below. Please note, this notice will expire on the last day of the current school year and will need to be completed any subsequent school year.

Date of request: _____

Student Name: _____ Grade: _____

Student Current School: _____

Legal Parent/Guardian Name: _____

Relationship to Student: _____

Student Address: _____

Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent:

- Student's name and ID
- Student's address / phone
- Student's email
- Photograph
- Military / Media
- Other (please specify): _____

Please allow for 7-10 business days for processing.

Core Values



 706 1st Street,
 Princeton, MN 55371
 763-389-2422
 763-389-9142
 iscd477.org

Why are these assessments effective?

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

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

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



OVERVIEW OF RESPONSIBLE USE POLICY FOR INTERNET AND 1:1 DIGITAL DEVICES

Students and Families will sign full policy at time device is issued. Teachers will review policy at beginning of school year. Policy 524 is available online at www.isd477.org/district/policies

- I am responsible for a healthy digital life and creating a positive digital footprint.
- I am responsible for keeping personal information private.
- I am responsible for my passwords and my actions on district accounts.
- I am responsible for treating others with respect and dignity.
- I am responsible for accessing only educational content.
- I am responsible for taking all reasonable care when handling district equipment.
- I am responsible for respecting and maintaining the security of school electronic resources and networks.

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

1. 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.
2. 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.
3. 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.
4. The School District, at its discretion, may charge a fee to the applicant.

III. CONDITIONAL OFFER OF EMPLOYMENT

1. 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.
2. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.
3. Final employment will be approved by the School Board.

IV. ADMINISTRATION OF THE PROGRAM

1. Criminal background checks will be administered by the Human Resource Department.
2. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).
3. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
4. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
5. 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.
6. Frequency-Every three years.

V. LIMITATION OF THE POLICY

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)

Adopted: October 21, 2014
Reviewed: October 3, 2017
Reviewed: April 16, 2019

Harassment and Violence Prohibition Policy #413

Harassment and Violence Reporting Form

(ISD 477 Policy 413 - Revised December 18, 2018)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

- g. "Gender Identity" means that the personal conception of oneself as a male or female.
- h. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.

E. Sexual Harassment; Definition

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - ii. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - iii. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- b. Sexual harassment may include, but is not limited to:
 - i. unwelcome verbal harassment or abuse;
 - ii. unwelcome pressure for sexual activity;
 - iii. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - iv. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - v. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - vi. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

F. Sexual Violence; Definition

- a. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- b. Sexual violence may include, but is not limited to:
 - i. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - ii. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - iii. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - iv. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References:

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
- MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

B. Reports of Chemical Use and Abuse

- a. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - i. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - ii. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - iii. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - iv. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - v. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- b. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - i. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - ii. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
- c. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
- d. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Teams

- a. Every school shall have a team. The team may be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.

- MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Policy 506 (Student Discipline)
- MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking; Search)

Adopted: April 28, 1987
 Revised: May 25, 1993
 Revised: June 13, 1995
 Revised: August 27, 1996
 Revised: September 9, 1997
 Revised: June 25, 2002
 Revised: May 11, 2004
 Revised: June 25, 2013
 Revised: May 19, 2015
 Revised: April 16, 2017
 Revised: February 6, 2018

Drug Free Workplace / Drug Free School Policy #418

(ISD 477 Policy 418 - Revised September 18, 2018)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- "Controlled substances" include narcotic drugs, hallucinogenic drugs, Amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration. 418 418 - 2 E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

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

V. PROCEDURES

- MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 516 (Student Medication)
- **418 - Drug Free Workplace Acknowledgement Form**

Adopted: June 8, 2004
 Revised: January 14, 2014
 Revised: May 15, 2015
 Revised: September 6, 2016
 Revised: September 18, 2018

Tobacco-Free Environment Policy #419

(ISD 477 Policy 419 - Revised April 16, 2019)

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 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.
- 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.
- 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.
- 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

- "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.
- "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.
- "Tobacco-related devices" means cigarette papers or pipes for smoking.
- "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 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.
- A violation of this policy does not occur when an adult non-student 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

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non student falls within one of the following categories:
 - a. licensed peace officers, military personnel, or students or non students participating in military training, who are on duty performing official duties;
 - b. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - c. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
 - i. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - ii. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
 - d. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
 - e. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - f. a gun or knife show held on school property;
 - g. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 - h. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, or non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a. immediate out-of-school suspension;
 - b. confiscation of the weapon;
 - c. immediate notification of police;
 - d. parent or guardian notification; and
 - e. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

- B. Desks.
School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person.
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

a. Excused Absences

- i. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- ii. The following reasons shall be sufficient to constitute excused absences:
 1. Illness.
 2. Serious illness in the student's immediate family.
 3. A death or funeral in the student's immediate family or of a close friend or relative.
 4. Medical, dental, or orthodontic treatment, or a counseling appointment.
 5. Court appearances occasioned by family or personal action.
 6. Religious instruction not to exceed three hours in any week.
 7. Physical emergency conditions such as fire, flood, storm, etc.
 8. Official school field trip or other school-sponsored outing.
 9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 10. Family emergencies.
 11. Active duty in any military branch of the United States.
 12. A student's condition that requires ongoing treatment for a mental health diagnosis.
 13. Other reasons approved by building administrators.
- iii. Consequences of Excused Absences
 1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 2. Work missed because of absence must be made up within time frame stated in the student handbook. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

b. Unexcused Absences

- i. The following are examples of absences which will not be excused:
 1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
 2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 3. Work at home.
 4. Work at a business, except under a school-sponsored work release program.
 5. Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.
- ii. Consequences of Unexcused Absences
 1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 2. In cases of recurring unexcused absences, each building will follow the processes outlined in their handbook for communicating with the parents of the student about the absences. Administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minn. Stat. § 260C.007 Subd. 6, section 14.

c. Tardiness

- i. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- ii. Procedures for Reporting Tardiness
 1. Students tardy at the start of school must report to the school office for an admission slip.
 2. Tardiness between periods will be handled by the teacher.
- iii. Excused Tardiness
Valid excuses for tardiness are:
 1. Illness.

who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

- b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

- Minn. Stat. § 120A.05 (Definitions)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 260A.02 (Definitions)
- Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
- Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
- Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
- Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
- Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
- Campbell v. Board of Education of New Milford, 475A.2d 289 (Conn. 1984)
- Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
- Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
- Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
- Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

- **Princeton Public School Policy 506** (Student Discipline)

Adopted: March 22, 2005
Revised: December 20, 2011
Revised: January 20, 2015
Revised: March 21, 2017
Revised: May 21, 2019

Student Discipline #506

Student Discipline Reporting Form

(ISD 477 Policy 506 - Revised December 18, 2018)

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property.

Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- a. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- b. The use of profanity or obscene language, or the possession of obscene materials;
- c. Gambling, including, but not limited to, playing a game of chance for stakes;
- d. Violation of the school district's Hazing Prohibition Policy;
- e. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- f. Violation of the school district's Student Attendance Policy;
- g. Opposition to authority using physical force or violence;
- h. Using, possessing, or distributing tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
- i. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- j. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
- k. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- l. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- m. Violation of the school district's Weapons Policy;
- n. Violation of the school district's Violence Prevention Policy;
- o. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- p. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- q. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- r. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- s. Violation of any local, state or federal law as appropriate;
- t. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- u. Violation of the school district's Internet Acceptable Use and Safety Policy;
- v. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- w. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- x. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- y. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- z. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- aa. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- bb. Possession or distribution of slanderous, libelous or pornographic materials;
- cc. Violation of the school district's Bullying Prohibition Policy;

- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:
 - a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 - b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
 - c. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
 - d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
 - a. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
 - b. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
 - c. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
 - d. Building shall modify these procedures to adjust for age of students.
- D. Responsibility for and Custody of a Student Removed From Class.
 - a. Student shall be sent to the office of the respective building.
 - b. Students shall walk to the office.
 - c. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
 - d. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
 - a. The student shall return to class after serving the assigned amount of time.

surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

- d. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- e. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
- f. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
- g. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - i. a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - ii. b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - iii. c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
- h. 8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- i. 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- j. 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- k. 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

- a. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- b. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
- d. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
- e. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her

- u. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR RE-ADMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate. In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References:

The Superintendent shall be responsible for ensuring the development and implementation of procedures related to the investigation and response of district staff toward acts of bullying and other similar disruptive and detrimental behavior. The procedures shall be operated in compliance with state and federal statute, rules, and regulations.

IV. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.
2. A "threat" is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
3. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
4. "Immediately" means as soon as possible but in no event longer than 24 hours.
5. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
6. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
7. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
8. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
9. "Student" means a student enrolled in a public school or a charter school.

V. BULLYING PROHIBITION PROCEDURES GUIDELINES

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.
2. School staff will act to investigate all complaints of bullying reported to the school district and will take appropriate action toward any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. Immediate steps will be taken at the discretion of school staff to protect all parties consistent with applicable law.
3. Reporting procedures will be developed and disseminated to all students and district staff. Reporting procedures will be available to any person who believes he or she has been the target of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report

Protection and Privacy of Pupil Records Policy #515

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

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

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

- a. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
- b. What does not constitute an education record. The term, "education records," does not include:
 - i. Records of instructional personnel which:
 1. are in the sole possession of the maker of the record; and

- K. Record
"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- L. Responsible Authority
"Responsible authority" means Superintendent.
- M. Student
"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.
- N. School Official
"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.
- O. Summary Data
"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.
- P. Other Terms and Phrases
All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

- A. Rights of Parents and Eligible Students
Parents and eligible students have the following rights under this policy:
 - a. The right to inspect and review the student's education records;
 - b. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
 - d. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
 - e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
 - f. The right to be informed about rights under the federal law; and
 - g. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.
- B. Eligible Students
All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).
- C. Disabled Students
The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

- A. Consent Required for Disclosure

- c. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- d. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- e. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - i. determine eligibility for the aid;
 - ii. determine the amount of the aid;
 - iii. determine conditions for the aid; or
 - iv. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- f. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - i. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - ii. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
- g. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- h. To accrediting organizations in order to carry out their accrediting functions;
- i. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information. The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

- s. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
- t. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

- u. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
- v. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as

- b. Home address;
- c. School presently attended by student;
- d. Parent's legal relationship to student, if applicable; and
- e. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

- a. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - i. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - ii. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - iii. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - iv. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - v. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11. Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

- f. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - g. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON RE-DISCLOSURE

- A. Re-disclosure - Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Re-disclosure Not Prohibited
- a. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - i. The disclosures meet the requirements of Section VI. of this policy; and
 - ii. The school district has complied with the record-keeping requirements of Section XIII of this policy.
 - b. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if are disclosure is made based upon a court order or lawfully issued subpoena.
- C. Classification of Disclosed Data - The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.
- D. Notification - The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly re-disclosed personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

- A. Responsible Authority
The responsible authority shall be responsible for the maintenance and security of student records.
- B. Record Security
The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.
- C. Plan for Securing Student Records
The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:
 - a. A description of records maintained;
 - b. Titles and addresses of person(s) responsible for the security of student records;

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

- a. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- b. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- c. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

- a. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - i. the cost of materials, including paper, used to provide the copies;
 - ii. the cost of the labor required to prepare the copies;
 - iii. any schedule of standard copying charges established by the school district in its normal course of operations;
 - iv. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - v. mailing costs.
- b. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
- c. The cost of providing copies shall be borne by the parent or eligible student.
- d. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- a. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- b. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

- a. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
 - d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
 - e. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
 - f. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.
- B. Notification to Parents of Students Having a Primary Home Language Other Than English - The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled - The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)
- Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
- 18 U.S.C. § 2331 (Definitions)
- 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 6301 et seq. (No Child Left Behind)
- 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
- 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
- 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
- 42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
- Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:

- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 520 (Student Surveys)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
- MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

- i. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - ii. the inhaler is properly labeled for that student; and
 - iii. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
- f. Medications:
- i. that are used off school grounds;
 - ii. that are used in connection with athletics or extracurricular activities; or
 - iii. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- g. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
- h. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
- i. possess epinephrine auto-injectors; or
 - ii. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

K. "Parent" for students 18 years old or older is the student.

L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References:

- Minn. Stat. § 13.32 (Student Health Data)
- Minn. Stat. § 121A.21 (Hiring of Health Personnel)
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
- Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
- Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
- Minn. Stat. § 152.22 (Medical Cannabis; Definition)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. Users will not use the school district system or devices to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
- B. Users will not use information or materials that could cause damage or danger of disruption to the educational process.
- C. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- D. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- E. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- F. Users will not use the school district network or devices to post private information about another person, personal contact information about themselves, or other persons, or other personally identifiable information, including but not limited to, addresses, phone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, passwords, labeled photographs, or other information that would make the individual's identify easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- G. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school device and will not plagiarize works they find on the internet.
- I. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- J. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Princeton Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VII. INTERNET USE AGREEMENT

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

VIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References:

- 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
- 17 U.S.C. § 101 et seq. (Copyrights)
- 20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
- 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
- United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
- Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

- a. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
 - b. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
 - c. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any

- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References:

- [Princeton Public School Policy 403](#) (Discipline, Suspension, and Dismissal of School District Employees)
- [Princeton Public School Policy 413](#) (Harassment and Violence)
- [Princeton Public School Policy 506](#) (Student Discipline)
- [Princeton Public School Policy 514](#) (Bullying Prohibition Policy)
- [Princeton Public School Policy 525](#) (Violence Prevention [Applicable to Students and Staff])

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Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches Policy #527

(Refer to ISD 477 Policy 527 - Reviewed February 2017)

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 - a. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - b. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their homeschooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

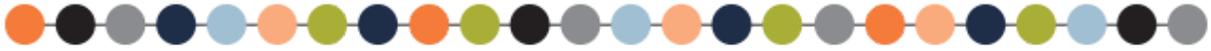
- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - a. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - b. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - c. review student health records to determine whether the required information has been provided; and
 - d. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment. [See Attachments A, B, C. and D]

Hand in Hand Preschool

Parent Handbook



PRINCETON

EARLY CHILDHOOD

Core Values



706 1st Street
Princeton, MN 55371
763-389-4789
763-389-7250
isd477.org

Just Playing

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play.
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at the easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or, "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

Contact Information

Early Childhood Coordinator/Community Education Director

Gwen Anderson gwen.anderson@isd477.org

Teachers

Kaela Gallup : kaela.gallup@isd477.org
Tiffany Glaser: tiffany.glaser@isd477.org
Amy Korkemeier-Howard: amy.korkemeier-howard@isd477.org
Kenzie Pederson: kenzie.pederson@isd477.org
Maricela Peterson: maricela.peterson@isd477.org
Nancy Nelson: nancy.nelson@isd477.org
Brittney Bement: brittney.Bement@isd477.org

Special Education Teachers

JoEllen Olson: joellen.olson@isd477.org
Crissy McCullough: crissy.mccullough@isd477.org
Carrie Grammond: carrie.grammond@isd477.org
Heather Wooley: heather.demars@isd477.org
Kit Girtz: kit.girtz@isd477.org
Kelsie Hasser: kelsie.hasser@isd477.org

Early Childhood Screening Coordinator/Program Specialist

Jeff Hauge: jeff.hauge@isd477.org

You can report an absence electronically on our district website under Hand in Hand Preschool or call 763.389.6198

About our program

Our Hand in Hand preschool program offers children a variety of fun and educational activities designed to stimulate their social and intellectual development as they move along the road to kindergarten. In Hand in Hand, children will be able to explore the areas of art, music, dramatic play, physical fitness and literature along with developing their cognitive skills that include language and problem-solving abilities. Experiences in these areas help build self-confidence, which is very beneficial to achieving success in school.

Our Hand in Hand Preschool Programs give children these opportunities in a fun and caring environment. Children must be 3 years of age by September 1st of the fall that they enroll in Hand in Hand Preschool Programs. We have recently added a two day option in the Broccoli class for children turning 3 years of age between Sept. 1 and March 1st. Students get dropped off on Tuesday mornings and the parents attend with the children on Thursdays.

Call Jeff Hauge for more information on these mid-year options. The Hand in Hand Preschool Program runs September through May.

Curriculum

At Hand in Hand preschool our curriculum aligns with kindergarten and the Minnesota Early Childhood State Standards or "Indicators of Progress." The following programs are used for teaching and assessment:

- Conscious Discipline
- Creative Curriculum
- Second Step Social/Emotional curriculum
- Book Nook by CEFEL for Social/Emotional development
- Handwriting Without Tears

Assessment

We are proud to now be using a state approved online assessment tool called, "Teaching Strategies Gold." This is within state standards and will give us a clear picture of an individual child's growth. You will see the assessment results at each of your two preschool parent conferences.



Please like [Princeton Early Childhood](#), Princeton Community Education and Princeton Public Schools on facebook. We post upcoming events and reminders often and it is a great way to stay connected to the schools. Last minute changes and information is usually posted here first.

Policies and Procedures

Drop off/pickup

All of our students that do not ride the bus are picked up in the Family Center gym. Parents sign their student in and out on the i-pads provided. These are on the tables just outside the gym and labeled by classroom symbol (strawberry, apple etc.). The persons authorized to pick up your child are listed and accessible to our staff. Please sign your child in and out everyday they are at preschool. You have listed the persons authorized to pick up your child on the online enrollment form. You can go into your profile and adjust these by going to the webstore on our website and [logging in](#).

Be prompt when dropping off and picking up your child. Many children become anxious if their parent isn't there at the completion of class and other children and parents begin to leave. If you are unavoidably delayed, please call 763-389-6198 or 763-389-6168. Signing in and out is required for emergency purposes.

***Should you be late on more than one occasion - your child will be waiting in the Community Education office for pick up for 10 minutes and will then be taken to Tiger Club childcare. You will be charged a Tiger Club rate of \$12.*

Paying tuition

To pay your child's tuition please go to the Web Store which can be found on the district website under [Family Logins - revtrak](#). You will receive monthly email invoices.

Auto Deduct

As a new feature to parents please call Jeff Hauge at 763-389-6198 to set up your account for auto deduct. This will automatically make payment monthly from a designated checking account or credit card for you.

Illness and Accident Policy

- Emergency procedure sheets need to be filled in by the parents/guardians upon the child's entrance into the program (and updated when necessary).
- Please notify Hand in Hand staff or Community Education if your child will not be in attendance for any reason. This can be done by going to the [isd477](#) website under Family Center under Early childhood and Hand in Hand preschool. There is a green button to email our office.
- If your child becomes ill at school, you will be called to pick up your child.
- A child should not be brought to school if any type of illness, infectious or communicable disease is evident. Do not bring your child to class if:
 - In the past 24 hours, he/she has had a fever, diarrhea or vomited
 - Your child is suspected of having a contagious illness such as pink eye, chicken pox, etc.

- While under supervision, Hand in Hand staff will take whatever emergency measures are judged necessary for the care and protection of your child. In case of a medical emergency, your child will be transported to an appropriate medical facility. Parents/Guardians will be notified as soon as possible. Any expense incurred will be the responsibility of the child's family.
- It is the responsibility of the parent to inform staff in writing of any health or medical conditions, relative to the child's participation in the program.
- Severe allergies should be indicated on the "Emergency Information Form" and please verbally inform your child's teacher so that we can take necessary precautions.
- Lice is considered an inconvenience and does not constitute keeping children home from school. Parents often times choose to do so however. Please keep your child home if they have live lice or an increasing number of nits.
- Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band-aids will be used during the school day in all school buildings.

Our classrooms are peanut/nut aware

We do not allow children to bring peanut/nut products or any products manufactured in a factory that uses peanuts, however, we cannot control cross contamination of food items. We are a peanut/nut aware building.

Emergency Medical Plan

If your child has medical needs that we need to be aware of, please call our district nurse, Nicole Wyganowski at 763-389-6195. She will help to develop a medical plan with the teaching staff when needed. This will be needed in cases of severe allergies, medications that need to be distributed at school or in the event that your child has a condition that may need to be treated while in school.

Immunizations

We need your immunizations on record!

Minnesota's Immunization Law requires us to have your child's immunizations on file.

Children enrolled or enrolling in our programs must provide proof of immunizations or have a legal exemption for:

- | | | | |
|---------|------------------------------|-------|---------------|
| · DTaP | · Varicella | · MMR | · Hepatitis A |
| · Polio | · Pneumococcal (2-24 months) | · Hib | · Hepatitis B |

Dressing for school

Please label your child's outdoor clothes as they may look the same as other students. Please dress your child in comfortable play clothes that can get paint or water on them. Some of our play and projects get quite messy. We play outside every day unless the weather does not permit. Please dress your child appropriately for cold weather-boots, mittens, snow pants, caps, warm coats, etc. Footwear such as tennis shoes would be the most appropriate choice. Please try not to send your child in cowboy boots, sandals, or leather shoes as they can be difficult and can be dangerous for active play activities, especially for outdoor play. We will go outside when the weather is higher than -5 including wind chill.

Emergency Closings - please update your family information on our website in Skyward Family access (directions included in your family letter)

The Skylert system will attempt to call all Princeton homes in the event of a delay or closing. Please check the following radio and television stations for information related to school closings and late starts. If there is a late start, all 8:00 am morning classes will be cancelled. All day everyday classes would start late. Any class starting after 10:00am would then start on time. If there should happen to be an early release, your child will need to be picked up at the announced time. Visit the [district website](#) and/or the district [facebook.com/isd477](https://www.facebook.com/isd477). Or watch local television stations.

Behavior/Discipline

Positive Behavior Intervention Supports (PBIS) are taught and reinforced in the Hand in Hand Preschool. This is a Princeton school-wide program. "TIGER PRIDE"

I will respect myself

I will respect others

I will respect property

I will respect community

- Undesirable behavior are considered teachable moments and will be dealt with by replacing behaviors that are acceptable. At times we use redirection or removal from an activity, suggesting alternative ways to handle a situation, or distraction
- Everyone will be encouraged to keep from hurting others or themselves
- Classroom equipment and materials will be used safely
- Desirable behavior will be encouraged, with respectful, direct words to teach language around managing situations
- Parents will be consulted if an undesirable behaviors are harmful and persisting

Tiger Team

We have a group of teachers and paraprofessionals that are trained to do interventions when students lose control and are at risk for hurting themselves or others. When a classroom teacher needs assistance they call our Tiger Team to help the student work through their upset. Often times this student is taken to another area that is less stimulating where they can decompress at their own speed so they are able to process through how they are feeling and appropriate ways to handle these feelings.

Snacks

The younger we start teaching healthy eating habits the better. Healthy and active lifestyles will create better students. Healthy eating can stabilize children's energy, sharpen their minds and even out their moods. Nutrition is essential for the brain to perform at its peak and eating properly is one of the easiest ways to improve performance in school.

*All children will take turns bringing in a healthy snack to class. We follow strict snack guidelines that will need to be followed. If your child brings a snack that is not on our snack list, the snack will be **sent home**. If you have any ideas to add to our approved and healthy snack list, please share your ideas with us!*

Guidelines for snacks:

- Need to be purchased for the store and unopened. For safety reasons, unfortunately we cannot accept homemade foods.
- We strongly encourage whole fruits and/or vegetables as your first choice. Please leave them in their original package and we will clean and cut them for you.
- Bring enough for the entire classroom.
- OUR CLASSROOMS ARE PEANUT AWARE...this includes products made in a factory that could come in contact with peanuts, please read labels very carefully.
- When buying whole fruits and/or vegetables please leave them whole and in their package, our staff will cut them up here.

This and that

Lunch: Students in the all-day-everyday class and Tiger Club program will be offered hot lunch. Lunches are held in the Family Center Gym and the cost is \$2.50 per lunch. Lunch money can be paid on our website on the top black band under family logins - web store/revtrack.

Suspected Child Abuse: Everyone who works with children and families is a mandated reporter of child neglect, emotional, physical or sexual abuse. Hand in Hand preschool staff members are all mandated reporters. (as specified by Minnesota Statutes)

Personal items (toys): Please leave all personal items such as toys at home unless otherwise discussed.

Conferences: conferences are held twice per year. Please make every attempt to participate in your child's conference. One day preschool conferences are offered during a class session as parents attend with children.

Self-toileting: children in our hand in hand programs are expected to be self-toileting. We, of course, understand that accidents can happen and we are prepared for that.

Unusual Circumstances: If there are any circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements, please notify the teachers so that they can help your child adjust more easily to the situation.

Early Childhood Screening: every child entering preschool needs to attend EC screening within 45 days. If you are unsure if your child has done this or need to schedule an appointment, please call 763-389-6168 or request an appointment [online](#) under community-early-childhood-screening . We need to get the screening done within 45 days of their first day of preschool.

Birthday Celebrations: To help comply with our nutrition guidelines, we will not be celebrating birthdays with special birthday treats, i.e cupcakes. Instead, the class will celebrate your child's birthday in a different and special way. Each classroom will celebrate differently, and your teacher will let you know specifics.

Photos in school/district publications: Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, Early Childhood Family Center or District 477 publications and posted on Facebook. Parents may request that their child's photographs and identifying names not be published. Please make your written request to your child's teacher.

Calendar: There is a school calendar located on the district website at the bottom of the Community Education main page. You will also receive a magnetic calendar that lists the dates that we do and do not have school. Note that preschool starts 2 days after the other schools and ends a week before the other schools as a courtesy to parents. There are also 6 conference dates (3 in Nov. and 3 in April) throughout the year that students do not attend when other students in other schools do.

Thank you all for entrusting your young children to us! We consider it a great honor and will do our very best to make your child's experience a wonderful introduction to school.

If your student will be eating lunch at school, read on! If not - see you at open house!

Food Services

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. To pay student food service fees, please visit our website at isd477.org/family-logins. If you do not have your username and/or password, please contact the building secretary at the school your child attends. There is no minimum payment on line or fees for food service account payments.

Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Access link on the School website. Food services sends out a weekly robo call on Thursdays as a reminder for any accounts below \$1.00.

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

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

Free or Reduced Lunches

Free or reduced lunch/breakfasts are available for students of families meeting the criteria.

New Forms must be filled out each year. Forms are on line or in the school office in August.

Electronic versions of the form are located on the Parent Access Link on the Food Services tab. See instructions on the district website under Family Logins.

Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced no does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Prices

To see current year breakfast, lunch and a la Carte pricing, please visit the district website at www.isd477.org/departments/food-service. Prices are also located on the building menus.

Student Lunch Menus

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

Student Cold Lunches

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

Primary Schools (pre-K-5) - If your child brings a home packed lunch, they will be asked to sit at the "cold lunch" table in the lunchrooms to ensure the safety of all students.

Expected Behavior

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.



July 31, 2019

Re: Primary School Parent – Student Handbook Changes

Dear Mr. Barton and School Board Members,

Below are the recommended changes for the 2019-2020 parent/student handbook. These changes are based on a variety of reasons: updating staff and building information and recommendations from the Food Service Director.

Updated letter from Primary School principal

Pgs. 4, 5 & 6 - Updated staff listing and phone numbers

Pg. 8 – Updated school calendar to new school year

Pg. 9 – Added Guidelines for Effective Communication

Pgs. 15 & 16 - updated section regarding Lunch Account Information and Policies

Pg. 16 - updated transportation options

Pg. 19 - added information on class placement, flexible learning days and fees

Pgs. 20 & 21 - added information on student behavior expectations

Pgs. 30 - 34 - Updated the Responsible Use Policy

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6903 or at chris.hazelton@isd477.org, if you have any questions or concerns.

Sincerely,

Christine L. Hazelton
Building Secretary
Princeton Primary School

Parent – Student Handbook

2019-2020 School Year



PRINCETON
PRIMARY SCHOOL

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



PRINCETON

PRIMARY SCHOOL



Dear Parents and Guardians,

Welcome to the 2019-2020 school year! As your child's primary teacher, you are very important to the success of his/her educational experience. We share a common goal of quality education; thus, it is important that we support one another's efforts to meet that expectation. At the Primary School, we understand your child means the world to you. We see you as a partner and encourage your involvement, communication, and presence at school. We want you to know that we will provide a safe, positive, and fun learning environment for all.

We have an amazing district and staff at the Primary School who will welcome your child while showing love and support. I feel privileged to be the Primary School principal and have come to call Princeton and those here my school family. Simply stated, my heart is in Princeton and helping students. We are all here to help support your child!

I look forward to collaborating with you and your child's teacher throughout the school year. Our goal is to provide a well-rounded education for your child where we help educate the whole child. We feel very fortunate to work with our young learners and being part of their lives. Thank you for this opportunity!

We want to work closely with you, please feel free to contact your child's teacher or myself at anytime. We are happy to help however we can! Together, we will make a positive experience for your child.

Sincerely,

Sarah A. Marxhausen
Primary School Principal

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SCHOOL BOARD MEMBERS

Eric Minks	763-238-1571
Eric Strandberg	763-226-7664
Jim Tomsy	612-812-2784
Deb Ulm	763-234-7645
Howard Vaillancourt	763-389-3627
Sue VanHooser	763-389-5271
Chad Young	763-366-6820

ADMINISTRATION

Ben Barton	Superintendent of Schools
Michelle Czech	Director of Business Services
Jessica Town-Gunderson	Director of Teaching and Learning
Gwen Anderson	Director of Community Education
Deanna Cooley	Food Service Director
Barb Muckenhirn	High School Principal
Dan Voce	Middle School Principal
John Beach	Intermediate School Principal
Sarah Marxhausen	Primary School Principal

Princeton Public Schools Building Addresses and Telephone Numbers

District Center

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

Primary School

1206 7 th Avenue North	763-389-6901
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Princeton Intermediate

1202 7th Avenue North	763-389-6801
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Middle School

1100 4th Avenue North	763-389-6704
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High School

807 8th Avenue South	763-389-4101
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Primary School Staff
PRINCIPAL - Sarah Marxhausen

Teaching Staff

<u>KINDERGARTEN</u>	<u>SECOND GRADE Continued</u>
Cindy Angstman	Cathy Kloran
Alex Fay	Michelle Lindell
Tracie Linden	Amanda Pemberton
Samantha Long	Oskia Ruiz - Spanish
Chelsey Nordine	Shelley Scheffel
Annie Porttiin	Pedro Valdivieso - Spanish
Geraldina Quiroga - Spanish	
Janna Ruzek	<u>RESOURCE TEAM</u>
Carmen Segade - Spanish	Clover Anderson - ASD
Jessie Vrchota	Mary Bahe - ADSIS
	Jeff Beckers - ADSIS
<u>FIRST GRADE</u>	Heather Brand - DCD
Amy Anderson	Amy Busch - ADSIS
Jennifer Beckers	Karen Franke - EBD
Carmen Climent - Spanish	Tara Gann - Title One
Brianna Gadacz	Megan Hatch - EBD
Trisha Gerads	Joan Rademacher - Speech/Language
Stefanie Middendorf	Alaina Seeley - Speech/Language
Stacy Miller	Peggy Swenson - Social Worker
Jackie Strandberg	Michele Tigue - DCD
Lisa Swedzinski	Melinda Zachman - LD
Kaitlin Szenay	
Cecilia Torregrosa - Spanish	<u>SPECIALISTS</u>
	Tonia Anderson - Media/Tech
<u>SECOND GRADE</u>	Susan Bartholomaus - Art
Rachel Anderson	Jeff Hanson - Phy. Ed.
Nicole Cook	Julie Moore - Music
Jennifer Deziel	Kim Neubauer - Phy. Ed.
Michelle Hagen	Tom Ostroot - Science
Michelle Hallbeck	
Andrea Huss	

Primary School Support Staff

<u>OFFICE</u>	<u>MAINTENANCE</u>
Lisa Bekius - Volunteer Coordinator	Kevin Bakker
Chris Hazelton - Secretary	Gary Kubiszewski
Carrie Tarvestad - Secretary	Robert Valentini
Jackie Smith - Health Assistant	Monica Wolf
<u>MEDIA CENTER</u> - Dawn Fliehr	<u>FOOD SERVICE</u>
	Stacia Baxter
<u>RESOURCE TEAM</u>	Janet Brykovsky
<u>ASSISTANTS</u>	Connie Giesel - Head Cook
Daniel Badal	Paulette Juilfs
Rita Bathke	Denise Maltz
Colleen Bergmann	Bree Snaza
Jenny Bragg	
Nikki Bragg	
Karen Carlson	<u>CAFETERIA</u>
Sandy Embertson	Melissa Brimmer
Chris Hennessey	Angie Dobel
Beth Hoffman-Anderson	
Missy Kafka	<u>PLAYGROUND</u>
Karee Meyer	Sabrina Auel
Lora Moore	Kristi Nelson
Astrid Peterson	Ashley Shea
Suzette Scheiber	
Janelle Tou	<u>AMITY INTERNS</u>
Shirley Tonn	
Robin Wirebaugh	
Teresa Wredberg	
Alyssa Zvanovec	<u>FOSTER GRANDPARENTS</u>
	Grandma Nancy
<u>TITLE 1</u>	Grandma Patty
Lara Achtelik	
Jill Bolduc	<u>READING CORP</u>
Tammi Braun	Guy Havelka
Robyn Brown	Eric Lindell
Laura Daniels	Ashley Shea
Teresa Pettibone	

Name	Phone No.	Assignment
Anderson, Amy	389-6954	1st Grade
Anderson, Clover	389-6948	Resource Team
Anderson, Rachel	389-7183	2nd Grade
Anderson, Tonia	389-6930	Media/Tech
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6918	Resource Team
Bartholomaus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Resource Team
Beckers, Jennifer	389-6949	1st Grade
Bekius, Lisa	389-6929	Volunteer Coordinator
Brand, Heather	389-6958	Resource Team
Busch, Amy	389-6940	Resource Team
Climent, Carmen	389-6916	Spanish - 1st
Cook, Nicole	389-6936	2nd Grade
Custodians	389-6943	
Deziel, Jennifer	389-6908	2nd Grade
Fax Number	389-6920	
Fay, Alex	389-6925	Kindergarten
Franke, Karen	389-6941	Resource Team
Gadacz, Brianna	389-6919	1st Grade
Gann, Tara	389-6754	Resource Team
Gerads, Trisha	389-6913	1st Grade
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	2nd Grade
Hanson, Jeff	389-6858	Phy Ed
Hatch, Megan	389-6912	Resource Team
Health Office	389-6904	
Huss, Andrea	389-6927	2nd Grade
Julson, Sarah	389-6955	Resource Team
Kiloran, Cathy	389-6952	2nd Grade
Kitchen	389-6945	Food Service
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	Kindergarten
Long, Samantha	389-6910	Kindergarten
Marxhausen, Sarah	389-6902	Principal

Name	Phone No.	Assignment
Middendorf, Stefanie	389-7217	1st Grade
Miller, Stacy	389-6909	1st Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Nordine, Chelsey	389-6163	Kindergarten
Office	389-6901	
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Porttiin, Annie	389-6905	Kindergarten
Quiroga, Geraldina	389-6907	Spanish - K
Rademacher, Joan	389-6935	Resource Team
Ruiz, Oskia	389-6812	Spanish - 2nd
Ruzek, Janna	389-6957	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade
Segade, Carmen	389-6914	Spanish - K
Seeley, Alaina	389-6953	Resource Team
Strandberg, Jackie	389-6921	1st Grade
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker
Szenay, Kaitlin	389-7223	1st Grade
Tiger Club	389-7200	
Tigue, Michele	389-6915	Resource Team
Torregrosa, Cecilia	389-6768	Spanish - 1st
Valdivieso, Pedro	389-6917	Spanish - 2nd
Vrchota, Jessie	389-6931	Kindergarten
Zachman, Melinda	389-6743	Resource Team
Zachman, Melinda	389-6743	Resource Team
Palmer Bus Company 763-631-5315		

School Maps

Click an image for a full size map.

Princeton Primary Upper Level



EMERGENCY EXIT ROUTES

CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS.

SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS.

PLEASE NOTE

THIS MAP INDICATES PRIMARY EXIT ROUTES ONLY. BE AWARE THAT YOUR EXIT ROUTE MAY BE BLOCKED IN THE EVENT OF A FIRE OR OTHER EMERGENCY. STUDY THIS MAP CAREFULLY AND HAVE A BACK UP PLAN READY.



Princeton Primary Main Level



EMERGENCY EXIT ROUTES

CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS.

SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS.

PLEASE NOTE

THIS MAP INDICATES PRIMARY EXIT ROUTES ONLY. BE AWARE THAT YOUR EXIT ROUTE MAY BE BLOCKED IN THE EVENT OF A FIRE OR OTHER EMERGENCY. STUDY THIS MAP CAREFULLY AND HAVE A BACK UP PLAN READY.



School Calendar

PRINCETON

PUBLIC SCHOOLS

2019-2020 Calendar



August 2019

- 20-22 New Teacher Workshops
- 26-29 Staff Development Days

September 2019

- 2 Labor Day
- 3 First Day of School

October 2019

- 16 No School for Students-Staff Development
- 17-18 No School for Students & Staff

November 2019

- 26 Last Day of Trimester 1
- 27 No School for Students-Staff Development
- 28-29 Thanksgiving Break
- No School for Students & Staff

December 2019

- 2 No School for Students
- Staff Development/Grading
- 23-31 Winter Break
- No School for Students & Staff

January 2020

- 1 Winter Break
- No School for Students & Staff
- 20 Martin Luther King Jr. Day
- No School for Students-Staff Development

February 2020

- 17 President's Day
- No School for Students & Staff

March 2020

- 5 Last Day of Trimester 2
- 6 No School for Students
- Staff Development/Grading

April 2020

- 10-13 Spring Break
- No School for Students & Staff

May 2020

- 25 Memorial Day
- No School for Students & Staff
- 28 Last Day of School
- 29 High School Graduation
- 29 No School for Students
- Staff Development/Grading

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
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25	26	27	28	29	30	31

September 2019						
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29	30					

October 2019						
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27	28	29	30	31		

November 2019						
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December 2019						
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January 2020						
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February 2020						
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March 2020						
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29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key

- Holiday / School Closed
- No School for Students - Staff Development Day
- △ Last Day of Trimester
- First and Last Day of School

10

Princeton Public Schools
presents

“ Guidelines for Effective Communication ”

1

If you have a question or concern, start with the point of contact that would have the most information. This is referred to as “going to the source.”

2

If communication from the source was not satisfactory, then follow the chain of communication. Contact a direct supervisor of your initial point of contact.

3

Be respectful and civil. When you use swearing and name calling you lose credibility. Avoid profanity and blaming.

4

Seek to understand all sides of an issue and be empathetic to others.

5

Resist spreading rumors that you do not know to be true. This is dangerous on many levels.

6

Run information you receive through a filter and get the full story before jumping to conclusions.

7

Assume positive intent and seek further details from the source.

8

Avoid social media when airing a grievance or concern. Feelings and emotions are temporary, but your online footprint is permanent.

9

Guard the reputation of your community as closely as you do your own. Princeton is a great place!

10

Help others remember the guidelines.



THE SCHOOL DAY

8:15 a.m. – 2:45 p.m.

Reporting Absences/Homework

If your child will be gone from school, please call the classroom teacher before 7:50 A.M. to report the absence. If your child is gone for only one day, do not request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher a half-day's notice to get the work together.

Emergency Closings

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

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

Radio:

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

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

WWJO 98.1 FM / WJON 1240 AM

Television Channels:

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

Websites:

www.channel4000.com

www.kare11.com

www.isd477.org

Cold Weather Procedures

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

Field Trips

Classroom teachers may choose whether or not to invite parents to accompany their students on field trips. Additionally, the teachers of each grade level may choose whether or not parents can ride the bus. Typically, parents are encouraged to drive their own vehicle and follow the school bus. Before the day of the field trip, check with your child's teacher.

ATTENDANCE PROCEDURE

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

Truancy

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

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

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at Princeton Primary is from 8:15 a.m. to 2:45 p.m.

If your child will be absent, call your child's teacher before 7:50a.m. After 7:50a.m. you may call the office at 763-389-6901. If no contact has been made, the office will call your home. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school **within two days** of the occurrence.

What absences are considered excused?

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

What absences are considered unexcused?

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

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

What happens when attendance becomes a problem?

Attendance concerns will be brought to the attention of the School Social Worker and/or Administration.

3 unexcused absences:	Fix-it note from social worker
4 unexcused absences:	Letter from social worker
5 unexcused absences:	Phone call or meeting with social worker or administration
7 unexcused absences:	Letter notifying parent that the school is filing a report of educational neglect with the county of residence
10 excused:	Letter notifying parent that at 15 excused a doctor's note will be required for all following absences
15 excused:	A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school. At this point, all absences are considered unexcused unless there are doctor's notes provided.

HEALTH SERVICES

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

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

HEALTH OFFICE CONTACT INFORMATION

Smith, Jackie - Primary School Health Aide (763) 389-6904; jackie.smith@isd477.org
Wyganowski, Nicole - District Nurse (763) 389-6195; nicole.wyganowski@isd477.org

CONTACT INFORMATION

In addition to parent/guardian contact information we recommend all students have at least two emergency contacts listed with accurate phone numbers. **Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.**

If this information is inaccurate or not on file in Skyward, and we are unable to reach a parent/guardian or emergency contact, the school will make a determination about care and treatment for your child.

USE OF HEALTH SERVICES

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

Over the Counter Medications (Administration according to package directions) and/or interventions:

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

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

ILLNESS, INJURY AND EMERGENCY

Students who become ill or injured during the day must report to the Health Office. The Health Services team will determine whether or not a student can continue with the school day and call the parent/guardian (first) and emergency contacts (second) as appropriate. It is not acceptable for students to leave school because of an illness without reporting to the Health Office. Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If we are unable to reach parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the nearest hospital.

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

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

Before returning to school students must be:

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

HEALTH CONDITIONS

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

This may include the following:

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

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

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

MEDICATIONS

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

Parent/guardian and medical prescriber’s signatures are required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber’s order. Medications will be accepted based on Licensed School Nurse discretion and not be administered at school if there are any unanswered questions or incomplete documentation.

IMMUNIZATIONS

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

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

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

SCREENINGS

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

ALLERGY AWARE SCHOOLS

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

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

Latex- due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in the buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.

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

WELLNESS

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

- We encourage parents to pack healthy lunches, snacks, non-sugary drinks and refrain from including beverages and foods without nutritional value. District recommended snack and lunch options include: fresh/dried fruit or fruit cups, veggie sticks or slices, string/block or sliced cheese, yogurt, lunch meat/jerky, whole grain/gluten free dry cereals low in sugar, and whole grain/gluten free crackers or pretzels
- Although we would encourage you to provide non-food or healthy items for scheduled class parties (Halloween, Valentine's Day etc.) this policy still allows for sugared treats for these occasions.
- Parent delivery of lunches from fast food sources is discouraged.

Children will no longer be allowed to bring birthday treats. If a child brings an item for their birthday celebration, parents will be contacted and it will be sent home.

LUNCH ACCOUNT INFORMATION AND POLICY

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. To pay student food service fees, please visit our website at isd477.org/family-logins. If you do not have your user name and/or password, please contact the building secretary at the school your child attends. There is no minimum payment on line or fees for food service account payments.

Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Access link on the School website. Food services sends out a weekly robo call on Thursdays as a reminder for any accounts below \$1.00.

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

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

Free or Reduced Lunches

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. New Forms must be filled out each year. Forms are mailed to every household in August. Electronic versions of the form are located on the Parent Access Link on the Food Services tab. See instructions on the district website under Family Logins.

Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced no does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Kindergarten, First and Second Grade Snack Time Milk

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

Prices

To see current year breakfast, lunch and a la Carte pricing, please visit the district website at www.isd477.org/departments/food-service. Prices are also located on the building menus.

Student Lunch Menus

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

Student Cold Lunches

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

Primary Schools (K-5) - If your child brings an item with peanuts - nuts or tree nuts in a packed lunch, they will be asked to sit at the "peanut" table in the lunchrooms to ensure the safety of all students.

Breakfast Program

School breakfast is offered every school day to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Expected Behavior

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

COMMUNICATION

Whom to Call

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

Parent Teacher Conferences

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

Volunteer Program

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

Visiting School

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

GENERAL INFORMATION

School Arrival & Dismissal

Children should not report to school before 7:50 a.m. School starts at 8:15 a.m. and it is important for students to arrive on time. Students are dismissed from school at 2:45 pm.

Transportation Options:

- 1) Bus transportation to and from school
- 2) Curbside drop off (Morning) & pick up (Afternoon)
 - a) Drop off (Morning): Drive up to the sidewalk next to the main entrance (west side of the Primary School). This is a stop-and-go area only. To ensure student safety, do not drop your child off where your child needs to cross traffic.
 - b) Pick up (Afternoon): Keep car visor tag(s) in car and visible to school staff. This is very important to ensure student safety and the efficiency of this process. If you do not have these tags, you may be asked for an alternative ID or your student may not be released.
 - i) Visor tag(s) are available by contacting the Primary School office. There are three lanes of traffic that connect the Primary and Intermediate

Schools. Use the lane closest to the Primary School when using curbside for our building.

- ii) Resource: Video on Primary School website that explains procedure.
- 3) Park your car in parking lot
- a) The buses drop students off in the back of the main building (east side). This is separate from the parent and staff parking lot. Do not use the back bus loop.
 - b) Drop off (Morning)- walk your child into the school
 - c) Pick up (Afternoon)-pick your child up in the music room. Initially, you will need to show some type of photo identification when picking up your child
 - d) Parents should not use the back bus loop.

Changes to Your Student's Transportation Routine

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

Release of Child during School Hours

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

1. Sign a log indicating who you are and which child you are picking up.
2. Your child will be called to the office or parent/parent-approved person will be given a pass to go to the classroom to pick up the child. They should have the teacher initial the pass and return the pass to the office.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 2:25 p.m. Those wishing to pick up students after 2:25 p.m. will need to go through the regular dismissal process at the end of the day.

School Visitation by Children

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

Change of Address

Please use your Skyward Family Access to update your personal information.

Transfer

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

Lockers

All first and second grade students will be assigned lockers (kindergartners have cubbies).

Students are not allowed to put locks on their lockers. Valuables should never be left in your child's locker. If you must send money or valuables to school, have your child hold onto them or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers because lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Responsibility for Lost or Damaged Supplies or Equipment

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

Fire, Emergency and Weather Drills

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

Transportation

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

School Closings

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

Staying in From Recess / Excused from Physical Education Class

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

Bicycles

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

Lost and Found

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned in to the lost and found and are never claimed. We encourage you to label your student's clothes. Parents and/or children should check the lost and found area in the cafeteria whenever things have been lost or misplaced. Unclaimed clothing items are donated to a local thrift store throughout the school year.

The Pledge of Allegiance

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

District Policies

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

Photos in School/District Publications

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

Classroom Placement

There are many factors to consider when placing students within classrooms. We have great classroom teachers in all grades! Please know that once students are placed adjustments are only made at the discretion of the school principal. The school reserves the right to make classroom changes, not based on family requests.

Flexible Learning Days

In the event that school is closed due to bad weather, Princeton Public Schools will participate in a Flexible Learning Day. This allows learning to occur from home and where students do not need to come to school. Classroom teachers will provide a menu of options that students can complete at home.

Fees

The Primary School reserves the right to assess fees for items such as but not limited to: damaged property (ex- school property and/or bus), textbooks, technology devices, library books, etc.

Online Payments

Activity payments can be made online through RevTrack (you will need your 6-digit Student ID number).

Student Behavior Expectations

Tiger Pride

The Primary School has adopted the Positive Behavior Intervention and Support (PBIS) framework known as "**Tiger Pride.**"

The foundation to Tiger Pride are relationships with students and one another while teaching expected behaviors within the school system. These expectations are taught throughout the school year. Discipline is learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of Tiger Pride is to develop an understanding of appropriate and expected behaviors. As a result, students are in a positive and productive learning environment, enabling students to strive for excellence.

Tiger Pride expectations are taught throughout the school setting where students are taught to
1) Respect Myself 2) Respect Others 3) Respect Property 4) Respect Community.

Tiger Pride Expectations

	On the Bus	Bathroom	Cafeteria	Enter/Exit Building	Playground
Respect Myself	<ul style="list-style-type: none"> * Listen to the bus driver and follow directions * Sit on my pockets *Face forward *Keep hands and feet to myself 	<ul style="list-style-type: none"> * Walk in quietly *Do what I need to do *Wash my hands * Wait patiently in line or return to classroom 	<ul style="list-style-type: none"> * Wait calmly in line * Eat my lunch and try new foods * Sit calmly on my pockets *Walk out to recess 	<ul style="list-style-type: none"> *Wait patiently and quietly *Keep my body calm and to myself * Move slowly and safely * Go directly to my destination 	<ul style="list-style-type: none"> * Play safely on the equipment * Keep rocks, sticks, wood chips, snow, etc. on the ground * Come to school prepared with appropriate clothing and shoes according to the weather
Respect Others	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Invite others to sit with me *Keep hands and feet to myself 	<ul style="list-style-type: none"> *Speak kindly & voice level 0-1 * Use one pump of soap *Dry hands with 1 paper towel *Give people privacy 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Say “please” and “thank you” * Hold my tray out for the cooks * Hold door for others 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Keep hands & feet to myself *Walk through the doors one at a time * Move on the right side of the hall *Hold door for others 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-3 *Take turns - counting to 20 “Mississippi” * Play with others *Watch out for others * Keep hands & feet to myself
Respect Property	<ul style="list-style-type: none"> * Pick up garbage * Leave the bus in the condition I found it (or better) * Help others pick up belongings and trash 	<ul style="list-style-type: none"> * Keep feet on the floor *Throw away paper towels 	<ul style="list-style-type: none"> * Keep my food on my tray when I am not eating it * Sit at the table *Throw garbage in the garbage cans * Hang my coat neatly on a hook 	<ul style="list-style-type: none"> * Keep hands and feet to myself * Keep my belongings with me and to myself * Leave others’ property alone 	<ul style="list-style-type: none"> * Pick up my belongings * Play safely on the equipment * Clean up and line up by your number when whistle blows.
Respect Community	<ul style="list-style-type: none"> * Talk only to those in seats near you * Keep trash in the bus * Teach others how to be respectful by modeling behavior 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices

			* Walk calmly out the “green” recess door		
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	Media	Specialist	Hallway	Classroom	Office/Health Office
Respect Myself	<ul style="list-style-type: none"> * Ears listening * Move slowly and calmly * Sit safely on my pockets * Body still 	<ul style="list-style-type: none"> * Be prepared to listen and learn * Try my Best * Say kind things to myself * Have safe shoes (PE) 	<ul style="list-style-type: none"> * Keep my hands to my sides * Move calmly on the right side of the hall * Move facing forward and keep up with the group 	<ul style="list-style-type: none"> * Be prepared to learn * Move slowly and safely * Be proud of my best work * Listen and follow directions 	<ul style="list-style-type: none"> * Politely tell staff what I need * Focus on my own needs * Think about why I am going to the office * Tell the nurse my problem
Respect Others	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Hands to self * Eyes watching * Return books on time 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Watch out for others * Listen, share, and take turns * Play fair (PE) 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Keep hands & feet to myself * Wait for a class to go by and then cross the hallway 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Give compliments * Keep hands and feet to myself * Raise my hand and listen to others * Allow others to work 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Ask my teacher for permission to leave * Speak loud and clear * Tell the nurse my first and last name and wait patiently
Respect Property	<ul style="list-style-type: none"> * Take my books home in my backpack * Treat books gently, hug books in hallway 	<ul style="list-style-type: none"> * Use equipment properly * Put materials away * Appreciate others’ work with eyes not hands (art) 	<ul style="list-style-type: none"> * Keep my hands by my side * Pick up garbage and throw it away 	<ul style="list-style-type: none"> * Push in my chair * Keep the room clean and organized * Use materials properly * Bring in my Tiger Pride Folder and return homework 	<ul style="list-style-type: none"> * Keep hands & feet to myself * Follow directions * Knock on the door * Sit on the chairs and wait
Respect Community	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices * Give my attention to teachers and speakers * Be respectful on 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices

To assist with Tiger Pride and keeping all students safe, the following items are not allowed at school:

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

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

Consequences

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

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

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

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

Reasonable Force

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

Apparel

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

Clothing should be

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

Unacceptable clothing and accessories include but are not limited to:

- See-through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- Exposed underwear/undergarment
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

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

Princeton Primary School Bully Prevention Program

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

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

- 1) **“Stop” signal** – All students are taught the “Stop” signal. Our stop signal requires them to look directly at the other student, make the hand signal for stop (it is the time-out signal you use in sports), and use a firm voice to say, **“Stop”**. Students are encouraged to use the “Stop” signal if they are being bullied or if they see someone else being bullied. Students were also taught how to respond **if they are given the “Stop” signal**. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following our school rules. Students were reminded that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.
- 2) **“Walk” away or ignore** – What if a student gives another student the stop signal, but the problem behavior continues? Students are then taught to **“Walk”** away or ignore the behavior. When it is not possible to walk away, such as while riding the bus, students are taught to **“ignore”** the student by looking the other way and not responding to them further either verbally or nonverbally (through gestures).

- 3) **“Talk”** – Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can **“Talk”** to an adult. All staff has been trained to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

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

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

DISTRICT WIDE POLICIES AND PROCEDURES

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

Directory Information

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

CRIMINAL HISTORY BACKGROUND CHECKS

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

PROHIBITION OF WEAPONS

School District Policy #501

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

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

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

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

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

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

HARASSMENT AND VIOLENCE

School district policy #413

- A.** The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B.** A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees,

agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

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

STUDENT TRANSPORTATION SAFETY

School district policy #709

Student Transportation Expectations and Consequences

Our goal is to provide safe transportation and a positive experience for all students. Transportation to and from school by bus is a privilege, not a right. This privilege can be suspended or terminated. Students are expected to follow the same behavior expectations while riding school buses, or at the bus stop, as those on school property, at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for inappropriate behaviors on the school bus and at the bus stop will be reported to, and handled by, school administration or designee. Illegal conduct will be reported to law enforcement.

School Bus and Bus Stop Expectations

The district school bus expectations will be posted on every bus and reviewed with students at each school. Students who violate expectations on school transportation or at designated bus stops will receive a bus referral, and consequences will follow. Consequences are progressive and may include suspension of bus privileges.

- Arrive at your bus stop five minutes prior to scheduled pick up time.
- Wait for bus driver's signal. Cross 10 feet in front of bus.
- Get on and off only at designated stop or school.
- Respect the bus driver and monitors by following directions.
- Respect other students and their personal belongings.
- Use respectful language and appropriate voice level.
- Stay seated in assigned area or seat at all times.
- Keep all parts of your body, and all possessions, inside of the bus.
- Eating or drinking are allowed at the discretion of the bus driver.
- Keep the bus clean and litter-free. Throwing of any items on the bus is prohibited and unsafe.
- Large items are not allowed on the bus without permission from the driver.
- Respect the school bus and equipment. Student will be responsible for cost of damages

to property. Bus riding privileges may be withheld until an acceptable plan of restitution is made.

- Physical contact on the bus is unsafe and unacceptable. This includes pushing, hitting, kicking, horseplay, intimidation, and fighting.
- The use and/or possession of illegal substances, or related items, is strictly prohibited. This includes, but is not limited to the use or possession of alcohol, drugs and drug paraphernalia, lighters, tobacco, vaping or e-cigarettes products, weapons or look-alike weapons.

Students who do not follow the bus stop and/or bus expectations may lose their bus riding privileges for a period of time. Students are still required to attend school when they are suspended from school transportation. Parent(s) are then responsible for transportation to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 (123.801).

Guidelines and Consequences for Not Following Bus/Bus Stop Expectations

We expect all students to follow the expectations on school transportation and display positive and safe behaviors. Consequences are progressive and may include suspension of bus privileges. Consequences for school bus and/or bus stop misconduct will apply to field trips, activities, and regular or late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (field trips, competitions, and activities) will be at the sole discretion of the school district. Parents or guardians will be notified of any bus suspension or loss of riding privileges and are responsible for the student's transportation during the suspension. Consequences for the school bus and bus stop will be reported to and handled by school administration or designee.

Minor Incidents: Disrespectful behavior, minor physical contact or horseplay, taking personal items from others, name calling, not following directions, littering, excessive noise level, leaving seat, inappropriate language or gestures, inappropriate use of cell phone or technology, arguing, disobedience towards driver or monitor, other incidents reported and deemed inappropriate.

Major Incidents: Major physical aggression (fighting, kicking, punching, etc), profanity and abusive language directed at driver, monitor, or another student, sexual or racial language, damage or theft of property, intimidating or threatening behaviors, insubordination toward driver or monitor, possession or use of illegal substances or related items (tobacco, drugs, e-cigs, weapons), throwing items out of the bus, throwing items at other students.

Early Childhood, Primary and Intermediate Elementary: Response to Bus Referrals				
	1st Incident	2nd Incident	3rd Incident	4+ Incident
Minors	Education, parent contact, written warning	Education, parent contact, up to 1 day bus suspension and/or a) restitution b) meeting with driver c) assigned seat	Education, parent contact, up to 3 day bus suspension and/or a) restitution b) meeting with driver c) assigned seat d) in-school consequences	Education, up to 5 day bus suspension and a parent meeting, possible loss of bus service and/or a) restitution b) meeting with driver c) assigned seat d) in-school consequences
Majors	Education, parent	Education, parent	Education, up to a 5 day	Education, up to a 7

	contact, written warning and in-school consequence, or 1 day suspension and/or a) restitution b) assigned seat	contact, up to a 3 day bus suspension and/or a)restitution b) assigned seat c) meeting with driver, d) in-school consequences	bus suspension and a parent meeting and/or a) restitution b) assigned seat c) meeting with driver, d) in-school consequences	day bus suspension and a parent meeting, possible loss of bus service and/or a) restitution b) assigned seat c) meeting with driver, d) in-school consequences
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Education may include: Re-teaching bus expectations, counselor referral, conference with student, individual plan, role playing, reading replacement behavior stories, apology, etc.

*The principal or other designated administrator may impose other consequences, longer bus suspensions, and/or other school discipline as deemed appropriate on a case by case basis. Driver has the authority to assign seats at any time.

SUSPENSION, EXCLUSION, EXPULSION

A. SUSPENSION

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

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

B. EXPULSION

Definition: "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further

attendance for a period that shall not exceed one calendar year.

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

Length of Expulsion:

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

is within the School District's discretion. The following factors will be considered, to the extent the School District determines relevant, when the length of an expulsion is established.

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

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

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

STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

School district policy #417

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

CHEMICAL USE AND ABUSE

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

Definitions

A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the

extent that the student's normal function in academic, school, or social activities is chronically impaired.

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

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

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

Consequences

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

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

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

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

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

TECHNOLOGY USE

PRINCETON PUBLIC SCHOOLS POLICY 524-RESPONSIBLE USE POLICY

I. PURPOSE

The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district network, devices and internet the school district considers our educational mission, goals, and objectives.
- B. The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA).
- C. As used in this policy, "user" includes anyone using computers, tablets, internet, email, and all other forms of electronic communication or equipment provided by the district (the "network") regardless of the physical location of the user.
- D. Access to the school district network and devices enables students and employees to explore the internet, thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- E. The school district expects that employees and students will blend thoughtful use of the school district network and devices throughout the curriculum.
- F. The school district uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email.
- G. All electronic communications that are sent or received on the school district network are considered property of the school district.
- H. The District will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States.
- I. The district will partner with parents and guardians to guide appropriate use of school-issued devices and internet resources inside and outside of the district. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

- A. Users are expected to use district internet access through the district network to further educational and personal goals consistent with the mission of the school district and school policies.
- B. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- C. Use encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.

- D. Use is related to instructional, administrative and other support activities considered consistent with the mission of the district.
- E. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. Users will not use the school district system or devices to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
- B. Users will not use information or materials that could cause damage or danger of disruption to the educational process.
- C. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- D. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- E. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- F. Users will not use the school district network or devices to post private information about another person, personal contact information about themselves, or other persons, or other personally identifiable information, including but not limited to, addresses, phone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, passwords, labeled photographs, or other information that would make the individual's identify easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- G. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school device and will not plagiarize works they find on the internet.

- I. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- J. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Princeton Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VII. INTERNET USE AGREEMENT

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

VIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 et seq. (Copyrights)
 20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012

WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N. W. 2d811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)524-11
Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011)2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
Princeton Policy 519 (Interviews of Students by Outside Agencies)
Princeton Policy 521 (Student Disability Nondiscrimination)
Princeton Policy 522 (Student Sex Nondiscrimination)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 603 (Curriculum Development)
Princeton Policy 606 (Textbooks and Instructional Materials)
Princeton Policy 806 (Crisis Management Policy)
Princeton Policy 904 (Distribution of Materials on School District Property by Non School Persons)
Technology Procedure Manual
Sheninger, E. C. (2017). *Learning Transformed: 8 Keys to Designing Tomorrow's Schools, Today*. ASCD.
LA Unified School District Policy 999.11 (Responsible Use Policy for District Computer and Network Systems)
[Princeton Public Schools 1:1 Technology Procedures](#)



PRINCETON

MIDDLE SCHOOL

2019-2020

1100 4th Avenue North

Princeton, MN 55371

Phone (763)389-3704

Fax (763) 389-6737

www.isd477.org

Office Hours: 7:55-3:55

WELCOME

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As parents, you are your child's primary teacher, and therefore, you are very important to the success of his/her educational experience. Because we share a common goal of quality education, it is important that we support one another's efforts to meet that expectation. We truly see you as a partner with us and encourage your involvement, communication, and presence at Princeton Middle School. We understand that your child means the world to you. We want you to know that we will provide a safe, positive, and challenging learning environment for all.

This handbook has been developed for the purpose of interpreting our school expectations to its students, parents and other friends. Both students and parents should become familiar with the policies, procedures, and activities associated with Princeton Middle School. We want all students to be happy at school and learn all they possibly can. Student success is very important. To make sure students are successful we implement our Tiger Pride or Honor Code Expectations: Respecting Myself, Others, Property, and Community.

We are looking forward to another exciting year, filled with many new opportunities and challenges promoting learning and growth. Let's work together to make this school year an enjoyable and rewarding experience for everyone.

Respectfully,
Dan Voce, Principal

Erin Frank, Assistant Principal

Public Display of Affection	
Offensive Language	
School Disruption	
Fighting	
Internet Acceptable Use	
School Safe Zone	
Lockers	
Media Center	
Theft	
Property Damage	
Food & Drink	
Field Trips	
Threats	
Weapons	
Use/Possession of Illegal Substances	
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Daily Schedule

Our school day starts at 8:10am and ends at 3:00pm. Buses depart generally by 3:10 or a little sooner.

For the safety of students, after 3:15 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.

Middle School Calendar 2019-20

August

Wed. 28 Middle School Open House/Photo Day (4:00 - 6:30 pm)

September

Mon. 2 No School: Labor Day Holiday

Tues. 3 First Day of School - 6th gr. WEB Orientation

No School for 7th & 8th Gr. Students

Wed. 4 First Day of School for 7th and 8th Grade Students

October

Mon. 16 No School: District Staff Development

Thur. 17- Fri. 18 No School: MEA

Mon. 21 No School: Parent/Teacher Conferences 11:00 am-7:00 pm

Mon. 21 Scholastic Book fair open 11:00 am-7:00 pm

November

Tues. 22 End of Tri. 1

Wed. 27 No School: District Staff Development

Thur. & Fri. 28 & 29 No School: Thanksgiving Break

December

Mon. 2 No School: Building Staff Development Building & Grading

Fri. 20 Last Day of School before Winter Break

January

Thurs. 2 School Resumes

Mon. 20 No School: MLK Day - District Staff Development

February

Mon. 17 No School: Presidents Day

Tues. 18 No School: Parent/Teacher Conferences 11:00 am-7:00 pm

Tues. 18 Scholastic Book fair open 11:00 am-7:00 pm

March

Thurs. 5 End of Tri. 2

Fri. 6 No School: Staff Development & Grading

April

Fri 10 & Mon. 11 No School: Spring Break

May

Mon. 25 No School: Memorial Day

Thur. 28 Last Day of School Students/End of Tri. 3

Equal Educational Opportunity Policy

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

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

Directory Information Regarding Students

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

Attendance

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

Excused and Unexcused Absences

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

School Response to excused absence concerns:

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

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

School Response to unexcused absence concerns:

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

Truancy

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

Tardiness

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

Pre-Arranged Absences

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

Make-Up Work

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

Leaving School During The Day

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from anyone listed in Skyward as legally able to pick up their child. Students are not allowed to leave school by themselves during the school day. The failure to properly check out of school will be recorded as an unexcused absence.

Friday Updates

We are working to move much of our communication from school to home happen electronically, rather than via paper. Every Friday, students will be communicating home. Students will send parents an email every Friday that includes the following: Screenshot of current grades from Skyward and a list of goals for the week. We ask parents to look for these emails every week and ensure consistent communication from school to home. Any additional information that needs to go home, will be sent via skyward.. We ask that parents review Friday Updates and Skyward messages. Parents can also view their student's grades online at any time through the Skyward Program. Passwords for this program can be accessed through the office.

STEP Program - Academic intervention and support

Students who need academic assistance in their classes and coursework may be referred to our afterschool program by their teaching team, guidance counselor, or advisor. STEP is 2 days a week after school from 3:30-5:30 pm. Students in the program will work with a team teacher/mentor to assist, guide, and track student progress. Every two weeks student grades will be reviewed. Students who have shown progress will be exited out of the program. Students who do not make adequate progress on their grades at the end of the school year may be enrolled in our summer program.

Incomplete Grades

Students who have incomplete work and are not meeting adequate progress in their courses will receive an "I" at the end of each trimester. Students will be given a **two-week** window in which to complete any missing or late assignments. Students may need to re-do assignments to improve their scores. Our goal is to help students successfully complete their courses and learn the necessary skills to be successful in high school and beyond.

Parent Teacher Conferences

Conferences bring student, advisor, and parent(s) together. This conference provides an important communication link between parents and the school. The conference will last 15-20 minutes where students and parents will share the report card and work samples. Parents are always welcome to conference with teachers on any school day. To meet with a teacher in addition to scheduled conference nights, please contact your student's teacher(s).

Team Requests and Schedule Changes

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

Roles and Responsibilities

In order to promote lifelong learning, Princeton Middle School has established the following roles and responsibilities. The goal is to ensure that all students are successful in developing skills necessary for academic achievement.

Teacher Responsibilities

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

Student Responsibilities

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

Parent Responsibilities

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

Action Plan:

- Teachers will identify students who are in need of academic support.
- Students may lose extra-curricular activities until satisfactory progress is made as determined by administration.

Breakfast Program

School breakfast is offered every school day to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

After School Snack Shop Program (Middle School & High School Only)

Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. Students must have a positive lunch account balance to purchase items on their lunch number. This program is NOT a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements! Remember to plan accordingly and deposit additional money in your child's lunch account if needed. Cash or credit cards for purchases are accepted.

Expected Behavior

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Health Services

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

High School: 763-389-6019, **Middle School:** 763-389-6723, **Intermediate:** 763-389-6803, **Primary** 763-389-6904

District School Nurse: 763-389-6195

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

Use of Health Services

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

Emergency Contact Information

It is essential that we have updated contact information at all times. This year we are asking parents and families to update their information directly from Skyward. **If current emergency information is not updated and the Health Office is unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.** Below is information on how to access Skyward Family Access.

What is Family Access?

Family/Student Access is our tool for parents and students to access real-time information such as class schedule, missing assignments, grades, attendance, report cards, food service accounts, message center and general student information.

How do I log in?

If you do not remember or have not received your family login information, please request this information from the main office. Once you have your info, go to the Princeton School District website and select "Family Logins" at the top right hand corner, find "Skyward" in the list, and select the "Login" box next to it. Login and click on "My Account" on the top right of the screen. This is where adjustments can be made to "Account Settings" and "Email Notifications".

- **Account Settings:** Make sure your information is correct, including a minimum of two phone numbers in the event of an emergency.

- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

Injuries

The Health Service Assistant will determine whether or not the student is able to continue with the school day and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach a parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. **Please update all changes** in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

Child with a Health Concern

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

Allergy Aware Schools

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

- Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/peanut products. Check for the specific procedures in your child's school building.
- Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives. Latex-free gloves and bandages are used in the school Health Offices.
- Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

Immunizations

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

Screenings

Vision and hearing screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

Students and teachers are to sit on the floor in tuck position.

3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The “all clear” will be announced over the Public Address system.

Student Management

Vision

Our vision is to extend the learning from the classroom into an innovative and clearly defined student management system. This is essential to stop ongoing behavior problems and educate students on how the choices they make affect themselves and others. Staff will encourage positive “Tiger Pride” student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

Mission

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

Student Conduct and Expectations (ISD 477 Policy 506)

Students are responsible for their own actions and behaviors. Students are expected to demonstrate respect and responsibility by following school rules. The administration of Princeton Middle School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors that are not acceptable. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated. Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Administration may use consequences as deemed necessary for altercations, incidents, and behaviors not specifically mentioned in the handbook. Students must cooperate in all disciplinary investigations and procedures. Non-cooperation in investigations may subject student(s) to discipline. The school cannot disclose disciplinary action of other students, per student-data privacy. For more information about student conduct and expectations, please see District Policy #506 on the District Website.

Harassment (ISD 477 Policy 413)

Harassment/discrimination is a violation of state law and policies of District #477. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence through personal or electronic contact. All persons associated with the school including but not limited to the administration, staff, and students shall conduct themselves in a way to provide an atmosphere free from racial, religious or sexual harassment, discrimination or assault in written, verbal, electronic, or physical form. If you are a victim of harassment or witness harassment, you should report it to a staff member immediately. Students may be required to participate in training designed to increase sensitivity to the issue of harassment and/or may face dismissal/suspension or other disciplinary action per school board policy. For more information, please see District Policy #413 on the District Website.

Bullying Prohibition (ISD 477 Policy 514)

A safe and civil environment is needed for students to learn, attain high academic standards, and to promote healthy human relationships. Bullying is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation.

Student bullying is defined in MN statute as: a) intimidating, threatening, abusive or harming conduct that is objectively offensive and b) there is an actual or perceived imbalance of power between the students and c) the conduct is repeated or forms a pattern; or d) materially and substantially interferes with a student’s educational opportunities, performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges. Cyberbullying is defined as bullying using technology and/ or other electronic communication. The purpose of our bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal, or electronic means. We will take action to investigate, respond, remediate, and discipline those acts of bullying, which have not been successfully

Student Dress Code

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress, providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants may not be worn to school. **Pants need to be worn on hips and/or at waist level, no underwear may show. Shorts and skirts need to be at a respectable length with shorts having a minimum of 3 inches of inseam. If items are deemed inappropriate by staff, students will be asked to change into alternative clothing. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drugs, tobacco, alcoholic beverages, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).
4. No items such as hats, hoods, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.
5. The school has the right to restrict the manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

Public Displays of Affection

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: warning, parent contact and/or further disciplinary action.

Profanity/Offensive Language

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

School Disruption

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

Fighting/Physical Assault

Fighting is when two or more individuals attempt to and/or intentionally cause physical harm to each other. Fighting may include verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students involved may be suspended from school up to ten (10) days in/out-of-school suspension as determined by administration. If a student violently directs an attack on another person, the student may be initially suspended for ten (10) days, and may be recommended to the Superintendent and School Board for expulsion.

Internet Acceptable Use and Safety (Find ISD 477 Policy 524 [here](#))

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. For more information see District Policy #524 on the District Website.

School Field Trips

School-sponsored field trips are a privilege to attend, not a right. Students may be held back from trips due to inappropriate behavior. Field trips are considered part of the school day to which school policies and procedures apply.

Terroristic Threats

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

Weapons and Bomb Threats

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

Use/Possession of Illegal Substances

The use and/or possession of illegal substances is strictly prohibited on school grounds and in the school safe zone. This includes, but is not limited to the use or possession of alcohol substances, drugs and drug paraphernalia, tobacco and vaping products. There has been a recent increase in the use of vaping products at the middle school. We encourage students to spend time researching the dangers of such products as severe reactions and even deaths have been reported from the use of these products. These products are strictly prohibited. Administration will determine consequences for use or possession of such materials while following the school district's policy. District policy states that **use or possession of** smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances may result in notification of parents, notification of police, five day in/out of school suspension; referral to the building pre-assessment team; and consideration of expulsion. **Distribution, sale or purchase of** tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance may result in notification of parents, notification of police, referral to building pre-assessment team, a 10 day suspension from school, and recommendation to the school board for expulsion from school for one calendar year.

Reasonable Force

Minnesota State Statutes allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Planning Room

Students can come to the Planning Room for support, either academic or behavior. Students can report offensive behaviors to the Planning Room where a staff member will assist students in addressing the behavior and will help find solutions. Students can learn self-advocacy skills, replacement behaviors, and academic support.

Restitution Room

This is where students will be initially placed following removal from class or other disciplinary incident(s). Students sent to the restitution room should report to the office until they can meet with the supervisor. Students have the opportunity to reflect on the situation, repair their mistake, and create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. Frequent or more severe behavior will be referred to administration.

Lunch Detention (through the office)

Students may be assigned a lunch detention through the office. Students are expected to report directly to the assigned lunch detention area. A nutritious bag lunch, instead of a hot lunch, will be provided to the students. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional lunch detentions and/or more severe consequences.

Activities

Middle School Activities Philosophy

Middle school students need a variety of activities through which they can experience success in academic, athletic, and fine art arenas. At this level of competition the emphasis is put on participation both during contests and practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Our first goal is to allow students a chance to participate to enhance their fundamental skills; our second goal is to win the contest.

Middle School Activities Mission

Our mission is to support and enhance the learning process for all our students by providing quality programming not typically found in regular course curriculum.

Middle School Activities Goal

Our goal is to provide all students with a variety of quality activities in which to participate. Because we offer a wide variety of activities, it is our intention to have as many students participate in co-curricular activities as possible.

Middle School Activities Registration

All registration for middle school activities will be done [here](#) through RevTrak.

Code Of Conduct

Princeton Schools encourage participation in activities. However, **participation in activities is a privilege, rather than a right.** Students who elect to participate in activities will be expected to exemplify high standards of behavior. Behaviors considered by the coach, advisor, activities director or principal, to be inappropriate for a representative of Princeton Schools will not be tolerated. Such behaviors, both on and off school property, may result in suspension or removal from any or all activities.

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility (MSHSL Bylaw 206)

The member schools of the Minnesota State High School League (MSHSL) believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in Princeton Middle School's interscholastic activities, I understand and accept the following responsibilities:

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

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of this bylaw.

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

Chemical Eligibility (MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents effects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

Rule: During the school year and all non-school year, regardless of quantity, a student shall not:

Frequently Asked Questions

How does a student get a message from a parent?

Parents may call the student message line at 763-389-6757 to leave a message for their child.

How do I use a telephone?

Office telephones may only be used for an emergency with the permission of office staff.

Where should visitors go when they come to the Middle School?

Any person other than Princeton Middle School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for a name badge and to sign in before going anywhere in the building. This badge is to be worn at all times so it is visible to others. Visitors need to check out with the front office. Visitors during the school day who do not receive proper authorization to be in the building will be considered trespassing. The administration reserves the right to deny visitors access to the school during school hours. Because it's a disruption to the learning process, we do not allow student visitors.

What if I get injured or sick during school?

Receive a pass from your teacher and go to the health office. Students are never to leave school without notifying the office.

If you move to a different address during the school year or your parent(s)/guardian(s) change jobs, and telephone numbers, what should you do?

Report this information to the office secretary.

What if I don't know my bus route?

Contact the bus company.

What if my locker doesn't work or I forget my combination?

Ask any teacher for help. Go to your next class and explain the situation. Go to the office when the teacher says you can.

Can I carry my backpack during the school day?

No. Your locker is conveniently located by your math, science, language arts, and social studies classes.

Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location.
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the students until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, they will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening; assessment; and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Act, Minn. Stat. 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

Consequences

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

Violation: Use/Possession of smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances.

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

Violation: Distribution, sale or purchase of tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance.

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

Note: Policy 417 can be found in its entirety on the district website.

Drug-Free Workplace, Drug-Free School (ISD #477 Policy 418)

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

a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

Personal Possessions and Student's Person: The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition. (Policy 502 can be found in its entirety on the district's website at www.princeton@isd477.org.)

Student Attendance (ISD #477 Policy 503)

The school board believes that regular attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose to this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. To be considered a valid excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. The following reasons shall be sufficient to constitute excused absences:

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

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

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

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Valid excuses for tardiness include those reasons above numbered 1-7 under excused absences. Students who are tardy at the beginning of the school day must report to the office for a pass.

Participation in extracurricular activities and school -sponsored on-the-job-training programs hinges on adherence to the attendance policy and procedures. "Continuing Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without valid excuse for three or more class periods on three or more days in a school year. "Habitual Truant" is a legal

harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

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



Procedures for Responsible Use of District Technology and 1:1 Student Devices

Policy Context: Policy 524 is the current board approved policy related to student devices and Responsible Use.

Procedures:

Responsible Use and Digital Citizenship

Parents and students are expected to review the responsible use policy together and create a plan for device guidelines and expectations for when the device is at home.

The district will provide parent information sessions at the beginning of the school year to review digital citizenship expectations, filtering options, social media, and best practices for school and home regarding students and their devices.

The district will provide information on digital safety throughout the school year on the district's facebook page and through other communication channels.

Service and Protection Plans

The district will provide an optional service and protection plan covering repairs and accidental damage. This optional plan does not cover a lost/stolen device or damages caused by misuse and abuse. All repairs on any school device must be completed by a school technician or sent out by the district to an approved service vendor.

Option 1 - \$30 nonrefundable Annual Service and Protection Plan which covers the cost of repair and accidental damage. The insurance plan will cover the device for two incidents of accidental damage. It does not cover lost or stolen devices, chargers, or cases. Family annual maximum is \$60.

Option 2 - Personal Insurance Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. The deductible may be higher than the cost of the device. Proof of insurance must be attached to this form.

Option 3 - No Insurance (Individual Liability) You agree to pay the full amount for repairs or replacements due to damage, theft and all other losses. A screen replacement is \$70, a replacement Chromebook is \$250, a replacement case is \$55.

- In grades 6-12 students will return their chromebook and charger on the assigned collection day.

Any damages found or reported when the chromebook is returned will be billed and will need to be paid before the student receives their chromebook in the fall.

The full replacement fee of \$250 will be charged for a chromebook that is not returned.

- The district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.
- The replacement cost of \$20 will be charged if the school-issued charger is not returned.

Transferring/Withdrawing Students

Students who transfer out of Princeton Public Schools must turn in their device and charger to the media center or main office by the last day of attendance.

Failure to return the device will result in the full replacement cost being charged and the district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.

Student Expectations

Students in 6-12 will be given a charger with their device and are expected to bring their device to school fully charged every day. Students will bring their device to every class unless directed differently by their teacher.

Students in 3-5 will charge their devices in classroom carts and keep their devices at school unless given permission by the teacher to bring the device home for instructional purposes.

When devices are transported between school and home, students will keep device protected in backpack or tote. Liquids and food will not be kept in the same area as the device.

For the 2019-2020 school year, most chromebooks will come with a protective clamshell case. These cases are not to be removed by students and can only be removed by district technicians or staff when completing repairs on the device.

If a student does not bring their device to school:

- In the event a student forgets their device, students should call home and have it brought to school.

- Devices must remain free of any writing drawing, stickers, or labels (other than labels placed on device by district)
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to devices.
- Devices in cases should not be removed from their case, except for repairs by a district technician or technology staff member.
- Cords and cables can be fragile and must be inserted carefully into the device. Do not wrap cords too tightly as this can cause them to fray.
- Do not stack books or other heavy items on top of devices; this can damage the screen.
- Do not expose the device to extreme temperatures or direct sunlight for extended periods of time.

Personalizing Student Device

- Devices are to remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Princeton Public Schools.
- Students may add appropriate music, photos, and videos to their device.

Sound

- Sound must be muted at all times unless permitted by teacher or other staff member.
- Headphones may be used only at teacher discretion.

Printing

- Chromebooks will not be set up for printing at school.
- Students are encouraged to digitally publish and share their work with their teachers and peers when assigned and appropriate.



PRINCETON

April 2019

Student Transportation Expectations and Consequences

Our goal is to provide safe transportation and a positive experience for all students. Transportation to and from school by bus is a privilege, not a right. This privilege can be suspended or terminated. Students are expected to follow the same behavior expectations while riding school buses, or at the bus stop, as those on school property, at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for inappropriate behavior on the school bus and at the bus stop will be reported to, and handled by, school administration or designee. Illegal conduct will be reported to law enforcement.

School Bus and Bus Stop Expectations

The district school bus expectations will be posted on every bus and reviewed with students at each school. Students who violate expectations on school transportation or at designated bus stops will receive a bus referral, and consequences will follow. Consequences are progressive and may include suspension of bus privileges.

- Arrive at your bus stop five minutes prior to scheduled pick up time.
- Wait for bus driver's signal. Cross 10 feet in front of bus.
- Get on and off only at designated stop or school.
- Respect the bus driver and monitors by following directions.
- Respect other students and their personal belongings.
- Use respectful language and appropriate voice level.
- Stay seated in assigned area or seat at all times.
- Keep all parts of your body, and all possessions, inside of the bus.
- Eating or drinking are allowed at the discretion of the bus driver.
- Keep the bus clean and litter-free. Throwing of any items on the bus is prohibited and unsafe.
- Large items are not allowed on the bus without permission from the driver.
- Respect the school bus and equipment. Student will be responsible for cost of damages to property. Bus riding privileges may be withheld until an acceptable plan of restitution is made.
- Physical contact on the bus is unsafe and unacceptable. This includes pushing, hitting, kicking, horseplay, intimidation, and fighting.
- The use and/or possession of illegal substances, or related items, is strictly prohibited. This includes, but is not limited to the use or possession of alcohol, drugs and drug paraphernalia, lighters, tobacco, vaping or e-cigarettes products, weapons or look-alike weapons.

Students who do not follow the bus stop and/or bus expectations may lose their bus riding privileges for a period of time. Students are still required to attend school when they are suspended from school transportation. Parent(s) are then responsible for transportation to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 (123.801).

Guidelines and Consequences for Not Following Bus/Bus Stop Expectations

We expect all students to follow the expectations on school transportation and display positive and safe behaviors. Consequences are progressive and may include suspension of bus privileges. Consequences for school bus and/or bus stop misconduct will apply to field trips, activities, and regular or late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (field trips, competitions, and activities) will be at the sole discretion of the school district. Parents or guardians will be notified of any bus suspension or loss of riding privileges and are responsible for the student's transportation during the suspension. Consequences for the school bus and bus stop will be reported to and handled by school administration or designee.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

FUNDRAISING APPROVAL FORM

Date of fundraiser: TBD Monday in September		Projected profit: \$ 150 - 200		Amount earned:	
Group or organization proposing the fundraiser: Princeton Cross Country				Item(s) being sold:	
Company/organization supplying items to be sold: Pizza Barn - 10% of sales night.					
The money raised will be used for: Senior day (cake & flowers) and help with possible printing of c.c. booklets					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			NA	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			NA	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			✓	
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: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			NA	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 7-24-19		Teacher/Sponsor Signature: Tom Ostroff			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.				X APPROVED NOT APPROVED	
Date: 7/24/19		Administrator Signature: [Signature]			
Date: 7/29/19		Superintendent Signature: [Signature]			
Date:		School Board Chair Signature:			

FUNDRAISING APPROVAL FORM

Date of fundraiser: 2019-2020 School Year		Projected profit: \$ 1,200	Amount earned:
Group or organization proposing the fundraiser: Princeton Track & Field		Item(s) being sold: Advertisement	
Company/organization supplying items to be sold: * Sports Calendar - advertisement sales			
The money raised will be used for: Help with things not covered by budget: record board update; Coach			
<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).	NA	
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.	NA	
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.	NA	
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. 	NA	
I have reviewed Policy #511 Fundraising and agree to its provisions:			
Date:	7-24-19	Teacher/Sponsor Signature:	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
Date:	7/24/19	Administrator Signature:	
Date:	7/29/19	Superintendent Signature:	
Date:		School Board Chair Signature:	

bus for Section.

7.16.19 First Reading of Policy Summary of Changes

- 410 - Family and Medical Leave
 - No Changes
- 413 - Harassment and Violence Prohibition
 - Added item “E” on page 4; omitted from MSBA policy
- 413 - Form
 - No Changes
- 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - No Changes
- 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
 - No Changes
- 506 - Student Discipline
 - MSBA Changes
- 506 - Form
 - No Changes
- 514 - Bullying Prohibition Policy
 - MSBA Changes
- 522 - Student Sex Nondiscrimination
 - No Changes
- 602 - Organization of School Calendar and School Day
 - Adopted MSBA Policy
- 608 - [DRAFT] Multi-Tiered Systems of Support (MTSS) Framework
 - -Draft policy developed by Director of Teaching & Learning
- 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
 - No Changes
- 799 - [DRAFT] Post Issuance Compliance
 - -Draft policy provided by Ehler’s
- 806 - Crisis Management
 - No Changes

PRINCETON PUBLIC SCHOOLS
POLICY 410-FAMILY AND MEDICAL LEAVE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Covered active duty" means:

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

B. "Covered servicemember" means:

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

of five years preceding the first date the eligible employee takes FMLA leave care for the covered veteran

- C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Right Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.
- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military Member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
 9. to address parental care needs.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.

- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriages as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered in to or, in the case of marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

- 1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a) birth of the employee's child and to care for such child;
 - b) placement of an adopted or foster child with the employee;
 - c) to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d) the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e) any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
- 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b) in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office grade, rank, or rating: or
 - (2) a physical or mental condition that substantially impairs the covered veteran has received U.S. Department of Veterans Affairs Service-Related

Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave: or

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

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

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

within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in

termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal caregiver incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but

may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 workweeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the

family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks

of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between Employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

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

Adopted: June 8, 200
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PRINCETON PUBLIC SCHOOLS
POLICY 413 - HARASSMENT AND VIOLENCE PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other School personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to

public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

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

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

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a) has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b) has a record of such an impairment; or
 - c) is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a) their parent or parents or the minor's legal guardian; or
 - b) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or

femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Gender Identity" means that the personal conception of oneself as a male or female.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.

E.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: submission to that conduct or communication is made a
 - a) term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a) unwelcome verbal harassment or abuse;
 - b) unwelcome pressure for sexual activity;
 - c) unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint

of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f) unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

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

H. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the Building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel

who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective

bargaining agreements, Minnesota and federal law, and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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**PRINCETON PUBLIC SCHOOL DISTRICT 477
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence:

Independent School District No. 477 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant Home Address: _____

Work Address: _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status
with regard to public assistance \ sexual orientation \ gender identity \ disability

Name of person(s) you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person
or group: _____

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Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that _____
has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by (Date)

PRINCETON PUBLIC SCHOOLS
414 - MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL
ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

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

deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.0942 or § 245.825.

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

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury. (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to School.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to

determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

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PRINCETON PUBLIC SCHOOLS

415 - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's

health, safety or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produce physical pain or injury or emotional distress including, but not limited to, the following; (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. © Any sexual contact or penetration as defined services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for

wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. §626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care services, has an impaired ability to protect the individual's self from maltreatment.
- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic

conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose nonpublic data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota Law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
 Minn. Stat § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
 Minn. Stat § 609.221-609.224 (Assault)
 Minn Stat. § 609.234 (Crimes against the Person)
 Minn Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
 Minn. Stat. § 609.342-609.3452 (Criminal Sexual Conduct)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Stat § 626.5572 (Definitions)
In re Kleven, 736 N. W. 2d 707 (Minn. App. 2007)

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

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**PRINCETON PUBLIC SCHOOLS
POLICY 506-STUDENT DISCIPLINE**

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All

teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored

activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior,

defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school District by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not Exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as

determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school District personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
4. Building shall modify these procedures to adjust for age of students.

D. Responsibility for and Custody of a Student Removed From Class.

1. Student shall be sent to the office of the respective building.
2. Students shall walk to the office.
3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. The student shall return to class after serving the assigned amount of time.
2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.

F. Procedures for Notification.

1. The student shall return to class after serving the assigned amount of time.
2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.

G. Disabled Students; Special Provisions.

1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).
2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
 3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
 - J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
 - K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic

drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress

toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a) strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b) assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c) petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or

exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization

from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the

hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling factors on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, gender identity, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and

may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is

appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Cross References: Princeton Policy 413 (Harassment and Violence)
Princeton Policy 501 (School Weapons)
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Princeton Policy 503 (Student Attendance)

Princeton Policy 505 (Distribution of Non School-Sponsored
Materials on School Premises by Students and Employees)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 524 (Internet Acceptable Use and Safety Policy)
Princeton Policy 525 (Violence Prevention)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
Princeton Policy 610 (Field Trips)
Princeton Policy 709 (Student Transportation Safety Policy)

Adopted: May, 18, 1984

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Revised: August 16, 2016

Revised: December 18, 2018

NOTICE OF SUSPENSION

(Date)
(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date] .

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

Reviewed: August 6, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 514-BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is Prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action

against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern;
or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

3. A "threat" is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct

that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to

deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made

consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and

Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent
Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety
Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on
Buses)

Adopted: January 27, 2004

Revised: November 24, 2009

Revised: August 10, 2010

Revised: March 22, 2011

Revised: October 21, 2014

Revised: August 18, 2015

Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS
POLICY 522 - STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex or gender identity.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex or gender identity.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Human Resource Director at 706 First Street, Princeton, Minnesota 55371 (763-389-6181) as its Title IX Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official

designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Human Resource Director, at 706 1st St., Princeton, MN 55371, and phone number 763-389-6181, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Human Resource Director Title IX coordinator and human rights officer(s), including office addresses of 706 1st St. Princeton, MN 55371 and telephone number 763-389-6181.

- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous Basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: Princeton Policy 102 (Equal Educational Opportunity)

Princeton Policy 413 (Harassment and Violence)

Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: May 11, 2004

Revised: November 24, 2009

Reviewed: March 22, 2011

Reviewed: May 8, 2012

Revised: October 8, 2013

Revised: January 20, 2015

Revised: March 21, 2017

Reviewed: December 18, 2018

PRINCETON PUBLIC SCHOOLS
POLICY 602 - ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal

school start time that students will need to follow the e-learning day plan for that day.

- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: Princeton Public Schools Policy 425 (Staff Development)

Adopted: August 6, 2019

PRINCETON PUBLIC SCHOOLS
608 - MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) FRAMEWORK

I. Purpose:

The purpose of this policy is to establish a framework to ensure that all students receive high quality, evidence-based general education core instruction and, as appropriate, strategic and/or intensive intervention supports matched to student needs.

II. General Statement of Policy:

The district utilizes the core principles of the Multi-tiered Systems of Support (MTSS) process to improve educational and social and emotional behavioral outcomes for all students.

III. Definition and Elements of MTSS:

“Multi-tiered Systems of Support (MTSS)” is a process which combines systematic assessment, decision-making and a multi-tiered services delivery model to improve educational and social and emotional behavioral outcomes for all students.

For MTSS implementation to work well, the following essential elements must be implemented with fidelity and in a rigorous manner:

- A. High-quality, scientifically based classroom instruction. All students receive high-quality, evidence-based instruction in the general education classroom.
- B. Ongoing student assessment. Universal screening and progress monitoring provide information about a student’s learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the MTSS process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students’ instructional needs are based on multiple data points taken in context over time.
- C. Tiered instruction. A multi-tiered approach is used to efficiently differentiate instruction for all students. The model incorporates

increasing intensities of instruction offering specific, research-based interventions matched to student needs.

- D. Parent involvement. Schools implementing MTSS provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

Cross References: [Seattle Public Schools Policy 2163](#) (Supports & Interventions)
[Laurel School District Policy IDAA](#) (Multi-Tiered Systems of Support)
RTI Network: <http://www.rtinetwork.org/learn/what/whatisrti>
"Taking Action: A Handbook for RTI at Work": Austin Buffum, Mike Mattos, Janet Malone

Adopted:

PRINCETON SCHOOL DISTRICT
POLICY 721 - UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL
REVENUE SOURCES

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.**
- C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:**
1. **A. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or**
B. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. **The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. §**

200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied

for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests,

disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

H. Methods of Procurement. The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b) Proposals must be solicited from an adequate number of qualified sources;
 - c) The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e) The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used

to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a) The item is available only from a single source;
 - b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c) The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d) After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards:

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment:

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control. Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.
- C. Internal Controls.
 1. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in

the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

2. The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.
3. The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.
4. The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
5. The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

4. “Advance payment” means a payment that a federal awarding agency or pass through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a

use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a) Necessary for the proper and efficient performance or administration of the program.
- b) Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c) Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d) Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e) Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a) School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b) School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c) School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a) They are provided under established written leave policies;
- b) The costs are equitably allocated to all related activities, including federal awards; and

- c) The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
 - 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 - 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 - 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 - 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 - 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
- 1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies. In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award;
and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

3. A direct result of the individual's travel for the federal award;
4. Consistent with the school district's documented travel policy for all school district travel; and
5. Only temporary during the travel period.

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)

2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

Adopted: August 16, 2016

PRINCETON PUBLIC SCHOOLS
799 - POST-ISSUANCE DEBT COMPLIANCE POLICY

The School Board (the “Board”) of the Independent School District No. 477 (Princeton Public Schools), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

I. IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

II. SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other

obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

III. Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. Post-Issuance Debt Compliance Policy

The Director of Business Services of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Director of Business Services shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

- A. General Post-Issuance Compliance
- B. General Recordkeeping
- C. Arbitrage Yield Restriction and Rebate Recordkeeping
- D. Expenditure and Asset Documentation to be Assembled and Retained
- E. Miscellaneous Documentation to be Assembled and Retained
- F. Additional Undertakings and Activities that Support Sections 1 through 5 above
- G. Continuing Disclosure Obligations
- H. Compliance with Future Requirements

The Director of Business Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Business Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Business Services or any other individuals responsible for assisting the Director of Business Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure

use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Business Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

V. Private Activity Bonds

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Business Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Business Services may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Business Services is concerned about the compliance ability of a private party, the Director of Business Services may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Director of Business Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted:

**PRINCETON PUBLIC SCHOOLS
806 - CRISIS MANAGEMENT POLICY**

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

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

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

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

and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants.

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

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

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

(Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended).

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary

emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

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

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

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will

specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

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

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

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

B. Visitors

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

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

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

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

D. Radiological Emergencies at Nuclear Generating Plants

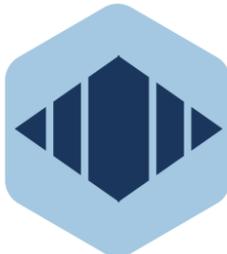
Princeton Public Schools is a sister district with Big Lake Public Schools should the Monticello Nuclear Power Plant have an accident or incident at the power plant. There are plans included in the Crisis Manual.

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

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

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

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Revised: July 20, 2010
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Revised: January 20, 2015
Revised: May 17, 2016
Reviewed: August 16, 2016
Revised: April 3, 2018



Mission

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

PRINCETON PUBLIC SCHOOLS

2019-2020 Continuous Improvement Plan

Vision

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



Student Learning

High Student Achievement

- Move toward a guaranteed, coherent and viable curriculum.
- Deepen use of Princeton Paradigm as our model of instruction.
- Foster authentic literacy across content areas (reading, writing, thinking, speaking).



Climate & Culture

Optimal Teaching and Learning Environment

- Create continuity and alignment across sites to ensure common language and practices that promote a positive school climate.
- Embed, teach, and assess Social Emotional Learning CASEL standards in all content areas.
- Strategically establish and maintain meaningful relationships with ALL students and each other.
- Develop standards to ensure a high level of customer service throughout all settings.
- Enhance diversity-related educational opportunities and experiences to ensure that students acquire the knowledge and skills necessary for living and working effectively as members of a diverse, pluralistic and global society.



Multi-tiered System of Supports

(MTSS) Robust Response Programming to Meet the Needs of ALL Students in a Tiered System

- Provide continuity, transition, and alignment across sites to ensure common language and promote the effective use of MTSS practices.
- Ensure that there is a continuum of evidence based practices/interventions (for both academics and behaviors) that meet the needs of all students.
- Implement and refine the effective use of the Problem Solving Process at each site to ensure that interventions are targeted correctly to the root cause of the problem(s).



Operations

Efficient and Effective Operations

- Ensure facilities are safe, well maintained and promote a 21st century learning environment.
- Promote positive messaging to showcase points of pride in our district to increase school spirit and Tiger Pride.
- Utilize best practices in governance by building systems for two-way communication based on positivity, trust, respect, and transparency.
- Operate district in a fiscally responsible manner that supports student learning while maintaining an unassigned fund balance of at least 10%.
- Hire the best people, work as a team, provide quality training and support, and aim to achieve the highest level of employee engagement, satisfaction and pride.

World's Best Workforce

Improving educational outcomes from cradle to career.



All students are ready for Kindergarten



All students in third grade achieve grade level literacy



Close achievement gaps



All students graduate from High School college & career ready

Our Core Values

