

Princeton Public Schools - ISD 477
Tuesday, November 19, 2019 at 6:00 PM
Work Session
District Center 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 7
- b. Bills 8
- c. Treasurer's Report 13
- d. Wire Transfers 14
- e. Gifts, Fundraisers, Field Trips, Grants 15
- f. Probationary Teacher Agreement 16

8. ACTION

- a. Second Reading of Policies 19
I move to accept the second reading of policies as presented.

9. WORK SESSION

- a. Student Services Update 89

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| b. Family Center Update | 103 |
| c. Multi Tiered System of Supports (MTSS) Update | 117 |
| d. Enrollment & Budget Analysis | 127 |
| e. Long Range Planning Update | 131 |
| f. Board Development with MSBA | |
10. **ADDITIONS TO AGENDA**
11. **FUTURE MEETING(s) INFORMATION**
Public Engagement Committee - December 12, 4:00 pm
Finance Meeting - December 17, 4:30 pm
Board Work Session - December 17, 6:00 pm
12. **MOTION TO CLOSE BOARD MEETING TO DISCUSS NEGOTIATION STRATEGY**
Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for discussion of Negotiation Strategy.
13. **ADJOURN**

Call to Order and Pledge of Allegiance

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

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

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, and Student Council Representative Ellie Pomerleau.

Citizen Comments: None

REPORTS

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

Howard Vaillancourt	None
Eric Strandberg	Fall Musical
Jim Tomsy	Fall Musical; MREA Conference
Chad Young	Finance Meeting; Fall Musical
Sue VanHooser	SEE Regional Meeting; Fall Musical

Student Council Report: Working on fall food drive. Attending Courage Retreat in December.

Superintendent Report: Many area schools passed their referendums on election day. Hired two student interns to tell our district's story via Instagram and Facebook. Princeton Online Academy enrollment is growing. Wild About Kindergarten videos and postcards have launched to showcase our Primary School. Primary and Intermediate Schools are discussing procedure for teacher requests in the future. Coffee and Conversation took place today. Held first Soup with the Supt' at the Middle School this week.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Sue VanHooser seconded by Eric Strandberg, **to approve the October 15th board meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Sue VanHooser, **to approve the consent agenda as presented.** Personnel, bills, gifts, grants, fundraisers, field trips and American Indian Liaison Agreement. Motion passed unanimously.

INFORMATION

First Reading of Policies 512, 515, 517, 518, 519, 520, 521, and 526.

ACTION

Acceptance of Audit

A motion to accept the 2018-19 audit that was prepared by Bergen KDV was made by Eric Strandberg, seconded by Jim Tomsy. Upon roll call, the following voted in favor: Howard Vaillancourt, Eric Strandberg, Jim Tomsy, Chad Young and Sue Vanhooser. Opposed: None. Motion passed 5:0.

Health Insurance Authorization

A motion to give administration the authority to accept the Sourcewell Health Partners Insurance bid for 2020 and 2020 was made by Jim Tomsy and seconded by Howard Vaillancourt. Sue VanHooser abstained. Motion passed 4:0.

ADDITIONS TO AGENDA- None

FUTURE MEETINGS

Policy Committee Meeting - November 19th, 5:00 pm
Work Session Board Meeting - November 19th, 6:00 pm

MOTION TO CLOSE BOARD MEETING TO DISCUSS NEGOTIATIONS STRATEGY

Motion to close board meeting pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b) was made by Jim Tomsy, seconded by Eric Strandberg. Motion passed unanimously.

The meeting was called back into order by Chair Eric Minks at 6:55 pm.

SECRETARY CONTRACT

A motion was made by Eric Standberg and seconded by Jim Tomsy to approve the tentative secretary contract as presented. Upon roll call the following voted in favor of: Sue VanHooser, Chad Young, Jim Tomsy, Eric Strandberg and Howard Vaillancourt.

Motion passed 5 to 0.

A motion was made by Eric Standberg and seconded by Howard Vaillancourt to approve the at-will contracts as presented. Upon roll call the following voted in favor of: Sue VanHooser, Chad Young, Jim Tomsy, Eric Strandberg and Howard Vaillancourt. Motion passed 5 to 0.

ADJOURN

Motion to adjourn the meeting was made by Eric Strandberg and seconded by Jim Tomsy. The meeting was adjourned at 6:57 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

The Closed School Board of District #477 was called to order by Vice Chair Chad Young on the **6th day of November, at 6:35 p.m.** in the District Office Board Room.

Closed meeting minutes: Negotiations strategy were discussed.

Motion made by Howard Vaillancourt and seconded by Sue VanHooser to adjourn the meeting and go into and open meeting at 6:54 p.m. Motion passed unanimously.

Chair Eric Minks

Clerk Sue Van Hooser

Recorder - Emily McKinnon

11.19.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Artmann	Danielle		Tiger Club Para	Community Ed		11.14.19	\$16.14 / hr
New Hire	Kulkey	Jennifer	PS	Playground Supervisor	Paras	Ashley Shea	11.18.19	\$16.14 / hr
New Hire	Wilson	Krystal	MS	SPED Paras	Paras	Cherryl Knight	11.19.19	\$17.03 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Shea	Ashley	PS	Playground Supervisor	Paras		11.15.19	
Resignation	Dobel	Angie	PS	Lunchroom Para	Food Service		11.18.19	
Resignation	Rawley	Miranda	FC	Tiger Club Lead	Community Ed		11.15.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Kisch	Melissa	IS	4th Grade Teacher	PEA		1.13.20-1.20.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Schultz	Katie	PS	SPED Para	Paras		11.7.19	
Change in Assignment	Nelson	Kristi	PS	Playground Supervisor	Paras		11.12.19	
Change in Assignment	Auel	Sabrina	PS	Playground Supervisor	Paras		11.12.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Freberg	Joe	IS	Robotics Asst Coach	Activities	Jodi Burling	10.1.19	
Extra Duty	Hillcrest	Dayna	MS/HS	ATTPS Vertical PLC Facilitator & District Student Learning Team Member			11.15.19	\$650.00

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

Fund	Description	Total
01	General Fund	\$468,505.66
02	Food Service	\$38,956.44
04	Community Service	\$7,899.05
06	Construction	\$9,195.31
10	Student Activities	\$14,630.72
Report Total		\$539,187.18

**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	81934	174260	Check	1	16214		USAQUATICS	Yes	No	No	USD	10/31/2019	2,659.70
		81962	174261	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	11/01/2019	12,230.45
		81953	174262	Check	1	2816		ANDERSON GREG	Yes	No	No	USD	11/01/2019	195.00
		81936	174263	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	11/01/2019	157.95
		81950	174264	Check	1	1731		C.F.I. SYSTEMS	Yes	No	No	USD	11/01/2019	210.00
		81952	174265	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/01/2019	43.75
		81951	174266	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	11/01/2019	2,000.00
		81942	174267	Check	1	13760		COYOTE MOON GRILLE	Yes	No	No	USD	11/01/2019	896.00
		81937	174268	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	11/01/2019	527.26
		81938	174269	Check	1	12875		DVS RENEWAL	Yes	No	No	USD	11/01/2019	54.25
		81941	174270	Check	1	13371		GREEN BARN GARDEN CENTER	Yes	No	No	USD	11/01/2019	1,302.00
		81944	174271	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/01/2019	1,085.90
		81946	174272	Check	1	16316		JUST BREATHING, LLC	Yes	No	No	USD	11/01/2019	160.00
		81949	174273	Check	1	16485		KNIGHT CHERRYL	Yes	No	No	USD	11/01/2019	55.80
		81935	174274	Check	1	10744	2	LEARNING A - Z	Yes	No	No	USD	11/01/2019	3,598.20
		81954	174276	Check	1	4136		MENARDS	Yes	No	No	USD	11/01/2019	311.24
		81963	174277	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	11/01/2019	238.50
		81939	174278	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	11/01/2019	414.91
		81955	174279	Check	1	4244		MILLE LACS CO. RECORDER	Yes	No	No	USD	11/01/2019	20.00
		81961	174280	Check	1	6743	2	N.A.S.N. MEMBER CENTER	Yes	No	No	USD	11/01/2019	150.00
		81948	174281	Check	1	16483		NESKE COLE	Yes	No	No	USD	11/01/2019	120.00
		81940	174282	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	11/01/2019	1,040.00
		81957	174283	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	11/01/2019	100.00
		81958	174284	Check	1	5167		PRO-ED, INC.	Yes	No	No	USD	11/01/2019	51.70
		81945	174285	Check	1	14886		QP PHOTOGRAPHY	Yes	No	No	USD	11/01/2019	384.00
		81964	174286	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	11/01/2019	3,516.00
		81947	174287	Check	1	16481		RON NOVAK CONSTRUCTION	Yes	No	No	USD	11/01/2019	2,950.00
		81959	174288	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	11/01/2019	810.63
		81960	174289	Check	1	5873		STAR TRIBUNE	Yes	No	No	USD	11/01/2019	111.80
		81943	174290	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	11/01/2019	8,072.91
		81965	174291	Check	1	4469	11	M.S.C.A.	Yes	No	No	USD	11/01/2019	60.00
		82017	174292	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	11/08/2019	786.57
		82001	174293	Check	1	2816		ANDERSON GREG	Yes	No	No	USD	11/08/2019	768.00
		81977	174294	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	11/08/2019	222.72
		81993	174295	Check	1	16489		BURSELL DON	Yes	No	No	USD	11/08/2019	750.00
		81999	174296	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/08/2019	12.00
		81988	174297	Check	1	16138		CLIC SCHOOLS LLC	Yes	No	No	USD	11/08/2019	500.00
		81968	174298	Check	1	10105	2	COON RAPIDS MAT BANDITS WRES	Yes	No	No	USD	11/08/2019	150.00
		81990	174299	Check	1	16364		CREATIVE STUDIO 23	Yes	No	No	USD	11/08/2019	360.00
		81978	174300	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	11/08/2019	64.53
		82016	174301	Check	1	7653		DAHLBERG DOUG	Yes	No	No	USD	11/08/2019	91.00

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
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			81991	174303	Check	1	16486		DESJARLAIS BONITA	Yes	No	No	USD	11/08/2019	650.00
			82000	174304	Check	1	2209		DRAMATISTS PLAY SERVICE IN	Yes	No	No	USD	11/08/2019	133.10
			81983	174305	Check	1	15561		DULUTH EAST HIGH SCHOOL	Yes	No	No	USD	11/08/2019	225.00
			81987	174306	Check	1	15976		ECO SHRED MN, INC.	Yes	No	No	USD	11/08/2019	175.50
			81996	174307	Check	1	16494		EVENSON CHRISTINA	Yes	No	No	USD	11/08/2019	44.00
			81971	174308	Check	1	11445		FIELD ENVIRONMENTAL CONSULTIN	Yes	No	No	USD	11/08/2019	5,064.00
			81973	174309	Check	1	12824		FOREST LAKE AREA HIGH SCHOOL	Yes	No	No	USD	11/08/2019	150.00
			81982	174310	Check	1	15415		INDEPENDENT EMERGENCY SERVIC	Yes	No	No	USD	11/08/2019	75.39
			81995	174311	Check	1	16493		JOHNSON NADEAN	Yes	No	No	USD	11/08/2019	30.00
			81992	174312	Check	1	16487		LDINFO PUBLISHING LLC	Yes	No	No	USD	11/08/2019	103.00
			81997	174313	Check	1	16495		LEBENS VICTORIA	Yes	No	No	USD	11/08/2019	58.00
			82002	174314	Check	1	4090		M.C.E.A.	Yes	No	No	USD	11/08/2019	169.00
			82004	174315	Check	1	4326	1	M.M.E.A.	Yes	No	No	USD	11/08/2019	260.00
			82015	174316	Check	1	6941	2	M.M.S.A.	Yes	No	No	USD	11/08/2019	152.50
			82003	174317	Check	1	4136		MENARDS	Yes	No	No	USD	11/08/2019	957.66
			81970	174318	Check	1	11250	1	MESTA	Yes	No	No	USD	11/08/2019	390.00
			81974	174319	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	11/08/2019	373.83
			82005	174320	Check	1	4358	5	MN F.F.A. STATE ASSOCIATION	Yes	No	No	USD	11/08/2019	543.00
			81989	174321	Check	1	16226		MN PREMIER PUBLICATIONS, INC.	Yes	No	No	USD	11/08/2019	13.00
			81984	174323	Check	1	15581		MORGAN JERRY	Yes	No	No	USD	11/08/2019	650.00
			81994	174324	Check	1	16492		MUSCANTO STEPHEN	Yes	No	No	USD	11/08/2019	75.00
			82019	174325	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	11/08/2019	792.55
			82006	174326	Check	1	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	11/08/2019	310.00
			81976	174327	Check	1	13801		PENNEY CINDY	Yes	No	No	USD	11/08/2019	30.00
			81998	174328	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	11/08/2019	88.75
			82007	174329	Check	1	5040		PIZZA BARN	Yes	No	No	USD	11/08/2019	1,916.26
			82018	174330	Check	1	8434		POHLMAN ROBIN	Yes	No	No	USD	11/08/2019	91.00
			81985	174331	Check	1	15605		PRINCETON GOLF COURSE	Yes	No	No	USD	11/08/2019	5,450.00
			82008	174332	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	11/08/2019	245.68
			82009	174333	Check	1	5273	5	REGION 4 FFA	Yes	No	No	USD	11/08/2019	161.00
			81979	174334	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	11/08/2019	900.00
			82010	174335	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	11/08/2019	810.25
			82011	174336	Check	1	5491		SARTELL HIGH SCHOOL	Yes	No	No	USD	11/08/2019	225.00
			82012	174337	Check	1	5525	3	SCHOLASTIC BOOK FAIRS - 15	Yes	No	No	USD	11/08/2019	1,366.25
			81986	174338	Check	1	15713	1	ST. CLOUD CARTRIDGES	Yes	No	No	USD	11/08/2019	953.46
			82013	174339	Check	1	5926		ST. FRANCIS HIGH SCHOOL	Yes	No	No	USD	11/08/2019	230.00
			81980	174340	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	11/08/2019	17,385.13
			81981	174341	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	11/08/2019	1,463.54
			81975	174342	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	11/08/2019	1,843.15
			82014	174343	Check	1	6536		WHITCOMB SHERRY	Yes	No	No	USD	11/08/2019	30.00

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	82020	174344	Check	1	10212	1	MN SECRETARY OF STATE	Yes	No	No	USD	11/08/2019	120.00
		82066	174345	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	11/19/2019	47.94
		82053	174346	Check	1	15750		BLUE WATER PLUMBING	Yes	No	No	USD	11/19/2019	365.00
		82049	174347	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	11/19/2019	306.60
		82057	174348	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	11/19/2019	5,520.00
		82056	174349	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	11/19/2019	25.33
		82052	174350	Check	1	15724		CLIMATE MAKERS INC	Yes	No	No	USD	11/19/2019	17,830.36
		82032	174351	Check	1	10069		DALCO	Yes	No	No	USD	11/19/2019	847.01
		82058	174352	Check	1	2269		ECMECC	Yes	No	No	USD	11/19/2019	9,796.62
		82059	174353	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	11/19/2019	2,244.40
		82060	174354	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	11/19/2019	281.55
		82061	174355	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	11/19/2019	18.90
		82077	174356	Check	1	6645		GRAINGER	Yes	No	No	USD	11/19/2019	352.12
		82078	174357	Check	1	8854		GRAMMOND JAY	Yes	No	No	USD	11/19/2019	202.00
		82062	174358	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	11/19/2019	245.52
		82037	174359	Check	1	12967		HILDI INC.	Yes	No	No	USD	11/19/2019	50.00
		82046	174360	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	11/19/2019	829.10
		82044	174361	Check	1	14402	1	HUDL	Yes	No	No	USD	11/19/2019	12,600.00
		82063	174362	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	11/19/2019	108.68
		82047	174363	Check	1	14531		LAKE COUNTRY SCALE WORKS, INC	Yes	No	No	USD	11/19/2019	212.00
		82040	174364	Check	1	13729		LAMINATOR.COM	Yes	No	No	USD	11/19/2019	138.24
		82080	174365	Check	1	9166	1	MCKENZIE	Yes	No	No	USD	11/19/2019	1,121.79
		82054	174366	Check	1	16261	3	MCKESSON MEDICAL-SURGICAL, IN	Yes	No	No	USD	11/19/2019	1,489.83
		82033	174367	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	11/19/2019	338.48
		82050	174368	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	11/19/2019	2,134.00
		82064	174369	Check	1	4196		MID CENTRAL DOOR COMPANY	Yes	No	No	USD	11/19/2019	1,366.82
		82034	174370	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	11/19/2019	1,829.00
		82065	174371	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	11/19/2019	292.00
		82036	174372	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	11/19/2019	425.34
		82048	174373	Check	1	14587		MW LEASING	Yes	No	No	USD	11/19/2019	960.00
		82067	174374	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	11/19/2019	1,640.00
		82068	174375	Check	1	4762		OAKWOOD GAME FARM	Yes	No	No	USD	11/19/2019	525.00
		82038	174376	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	11/19/2019	233,094.94
		82069	174377	Check	1	5029		PINE TECHNICAL COLLEGE	Yes	No	No	USD	11/19/2019	835.91
		82051	174378	Check	1	15384	1	PNC EQUIPMENT FINANCE, LLC	Yes	No	No	USD	11/19/2019	40,949.22
		82070	174379	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	11/19/2019	2,810.74
		82071	174380	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	11/19/2019	53.34
		82035	174381	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	11/19/2019	1,754.00
		82072	174382	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	11/19/2019	291.00
		82079	174383	Check	1	8878		RESTORATION SYSTEMS	Yes	No	No	USD	11/19/2019	53,481.00
		82045	174384	Check	1	14420		ROBOTICS EDUCATION & COMPETITION	Yes	No	No	USD	11/19/2019	310.00

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	82073	174385	Check	1	5553	3	SCHOLASTIC INC	Yes	No	No	USD	11/19/2019	3,603.51
			82074	174386	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	11/19/2019	56.70
			82039	174387	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	11/19/2019	4,767.00
			82041	174388	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	11/19/2019	32.99
			82075	174389	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	11/19/2019	2,099.00
			82076	174390	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	11/19/2019	1,626.77
			82055	174391	Check	1	16299		TRUSTED EMPLOYEES	Yes	No	No	USD	11/19/2019	404.00
			82043	174392	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	11/19/2019	34,186.12
			82042	174393	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	11/19/2019	310.05
														Bank Total: 001	\$539,187.18
														Report Total:	\$539,187.18

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR OCTOBER 2019**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,071,662.48	2,692,776.64	2,661,887.60	(3,719.85)	13,102,551.52
02 Food Service	608,318.54	195,382.27	195,026.42	(138.02)	608,674.39
04 Community Service	379,954.56	224,807.85	130,780.72	(4,872.96)	473,981.69
06 Building	2,362,881.61	3,427.62	300,569.17	0.00	2,065,740.06
07 Debt Service	2,358,712.94	602,579.35	0.00	0.00	2,961,292.29
10 Activities	147,866.42	74,472.08	41,165.28	(155.90)	181,173.22
TOTAL	18,929,396.55	3,793,445.81	3,329,429.19		19,393,413.17

Bank Accounts

AP/PR Account (Bremer)	1,166,140.83
MSDLAF+	5,109,193.16
Investments (Fd01)	11,263,193.88
Facility Bond (Fd06)	<u>2,068,399.76</u>
	19,606,927.63
O/S Accts Pay Checks	(82,319.69)
O/S Payroll Checks	(6,980.31)
O/S Wires	(125,409.71)
NSF Checks	<u>1,195.25</u>
TOTAL	19,393,413.17

Princeton Public Schools - ISD #477

Wire Transfer Report

November 19, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
10/15/2019	\$ 627,715.77	ACH File Transfer
10/15/2019	\$ 208,570.31	Federal Tax Wire Transfer
10/15/2019	\$ 33,277.32	State Tax Wire Transfer
10/15/2019	\$ 22,124.27	Select Account HSA
10/15/2019	\$ 680.26	MN Revenue
10/15/2019	\$ 102,873.86	TRA File Transfer
10/15/2019	\$ 39,395.90	PERA File Transfer
10/15/2019	\$ 255.50	MN Child Support File Transfer
10/15/2019	\$ 58,378.52	TSA File Transfer
10/31/2019	\$ 657,547.37	ACH File Transfer
10/31/2019	\$ 215,507.85	Federal Tax Wire Transfer
10/31/2019	\$ 33,951.14	State Tax Wire Transfer
10/31/2019	\$ 20,169.12	Select Account H S A
10/31/2019	\$ 1,385.47	MN Revenue
10/31/2019	\$ 105,357.81	TRA File Transfer
10/31/2019	\$ 43,241.25	PERA File Transfer
10/31/2019	\$ 255.50	MN Child Support File Transfer
10/31/2019	\$ 69,334.74	TSA File Transfer
11/4/2019	\$ 18,478.45	BMO Harris Bank - (Pcards)
11/5/2019	\$ 208.00	MN Revenue - (Sales tax)
10/3/2019	\$ 1,235.70	Further
10/7/2019	\$ 429.80	Further
10/17/2019	\$ 1,968.94	Further
10/20/2019	\$ 378.80	Further
10/24/2019	\$ 781.95	Further
10/31/2019	\$ 313.74	Further
TOTAL	\$ 2,263,817.34	

11.19.19

Type	Date Submitted	Donor Name	School	Reason	Gift / Amount
Gift	11.12.19	Princeton PTO	IS	Gift cards for Family Night	3x \$50.00

Type	Date Submitted	Fundraiser Proposed By	Purpose	Supplier	Approx Funds
Fundraiser	11.15.19	Robotics	Funding for tournaments & travel	Rebyl Sports	\$500.00

AGREEMENT TO EXTEND PROBATIONARY PERIOD

This Agreement is entered into by and between Eric Wogen, Princeton Education Association (“Association”), and Independent School District No. 477 (“District”). The Employee, the Association, and the District are collectively referred to as the parties.

WHEREAS, the Association and the District are parties to a Collective Bargaining Agreement (“CBA”) governing the general terms and conditions of employment for teachers who are employed by the District;

WHEREAS, Minnesota Statutes Section 122A.40, subdivision 5, states: “The first three consecutive years of a teacher’s first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year”;

WHEREAS, Eric Wogen, taught three total years in three different assignments of employment with the District;

WHEREAS, the District’s Administration believes that Eric Wogen, might develop and demonstrate the knowledge and skills that are expected of a non-probationary teacher in the District, if the Board decides to renew the contract for the 2019-2020 school year;

WHEREAS, the District’s School Board ultimately decides whether the annual contract of a probationary employee will be renewed;

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states: “during the probationary period any annual contract with any teacher may or may not be renewed as the school board shall see fit,” but “the board must give any teacher whose contract it declines to renew for the following school year written notice to that effect before July 1”;

WHEREAS, if the School Board does not provide written notice by July 1 that it is declining to renew Eric Wogen’s, annual contract, the contract will automatically renew and will attain the status of a non-probationary teacher under Minnesota Statutes Section 122A.40.

WHEREAS, Eric Wogen, understands that he is under no obligation to sign this Agreement and that he has the following choices:

- (1) Eric Wogen, can sign this Agreement. By signing this Agreement, Eric Wogen, would be agreeing to waive certain rights under Minnesota Statutes section 122A.40, and would be agreeing to extend the probationary period of employment for one additional school year beginning July 1, 2019 and ending June 30, 2020. If Eric Wogen, signs this Agreement, the School Board would have the following options: (a) approve this

Agreement and, thereby, renew Eric Wogen's, annual contract for one year; (b) decline to renew Eric Wogen's, annual contract and withdraw the offer of employment.

(2) Eric Wogen, can choose not to sign this Agreement. The School Board would then have the following options: (a) withdraw the offer of employment to Eric Wogen, (b) take action to renew Eric Wogen, annual contract, in which case Eric Wogen, would attain non-probationary status.

WHEREAS, having carefully considered the options, which are not necessarily limited to the options identified above, Eric Wogen, desires to enter into this Agreement;

NOW, THEREFORE, IN CONSIDERATION OF the forgoing and the mutual promises contained in this Agreement, including the relinquishment of certain rights and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Waiver of Rights and Extension of Probationary Period.** Eric Wogen, hereby knowingly and voluntarily waives the right to a three-year probationary period under Minnesota Statutes section 122A.40. Eric Wogen, agrees to extend the statutory probationary period for one additional year, which will run from July 1, 2019 through June 30, 2020. In addition, for the 2019-2020 school year, Eric Wogen, waives all contractual and statutory rights that are afforded to non-probationary teachers (sometimes referred to as "tenure" rights).
2. **Contract for 2019-2020.** The District hereby offers Eric Wogen, an annual contract for the 2019-2020 school year. During 2019-2020 school year, Eric Wogen, employment rights will be the same, and no greater than, the employment rights of a probationary employee under the CBA and Minnesota Statutes section 122A.40. Nothing in this Agreement may be construed to confer upon Eric Wogen, the status or rights of a non-probationary or tenured teacher.
3. **Right to Non-Renew or Discharge.** This Agreement does not constitute a guarantee of employment. Under the terms of this Agreement, the District's School Board may or may not renew Eric Wogen, 2020-2021 annual contract as it sees fit, provided it gives notice of non-renewal before July 1, 2020. In addition, at any time during the 2019-2020 school year, the District may terminate Eric Wogen, annual contract by discharging him for cause, effective immediately, after a hearing held upon due notice, or as otherwise permitted by law.
4. **No Coercion or Undue Influence.** Eric Wogen, hereby states and affirms that neither the District nor any of its Board members, officers, employees, agents, or representatives has in any way pressured, coerced, or unduly influenced him to sign this Agreement. Eric Wogen, also affirms that she is voluntarily signing this Agreement because of the benefits it provides to him.
5. **Knowledge of Rights.** Eric Wogen, has had the opportunity to consult with an Association representative or with legal counsel regarding the CBA, this Agreement, and the rights she is waiving under Minnesota Statutes section 122A.40. Eric Wogen, hereby states that

he has a full and complete understanding of his legal rights, options, and the terms of this Agreement.

6. **Waiver of Right to File Grievance.** Eric Wogen, and the Association hereby waive any right they may have, either individually or collectively, to file a grievance or pursue any other action against the District regarding this Agreement.

7. **No Precedent or Past Practice.** Nothing in this Agreement shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Association. No party may submit this Agreement in any proceeding as evidence of a precedent or practice.

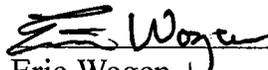
8. **Equal Drafting.** In the event any party asserts a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.

9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the subject matter described in this document. The terms of this Agreement are contractual and are intended to be legally binding. This Agreement supersedes any and all prior agreements between the parties relating to the subject matter described in this document. No party has relied upon any statements, representations, or promises that are not set forth in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all the parties.

IN WITNESS WHEREOF, the parties have knowingly and voluntarily entered into this Agreement on the dates shown below. This Agreement will not take effect unless and until it is approved by the District's School Board.

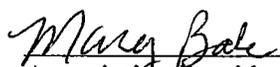
EMPLOYEE

Date: 11/4/19


Eric Wogen

AUTHORIZED REPRESENTATIVE OF PRINCETON EDUCATION ASSOCIATION

Date: 11-12-19


Association President

INDEPENDENT SCHOOL DISTRICT NO. 477

Date: _____

School Board Chair

Date: _____

School Board Clerk

11.6.19 First Reading of Policies

- 512 - School-Sponsored Student Publications and Activities
 - No changes
- 515 - Protection and Privacy of Pupil Records
 - Attached 515 Request Form
- 515 - Request for Information Form
 - MSBA Updates
- 517 - Student Recruiting
 - No changes
- 518 - DNR-DNI Orders
 - Spell out DNR/DNI on Policy Title
- 519 - Interviews of Students by Outside Agencies
 - No changes
- 520 - Student Surveys
 - No changes
- 521 - Student Disability Non-Discrimination Policy
 - Update contact information
- 521 - Disability Grievance Form
 - No changes
- 526 - Hazing Prohibition
 - No changes

PRINCETON PUBLIC SCHOOLS

512 - SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.

B. "Official school publications" means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events

influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. advertises or promotes any product or service not permitted for minors by law;
 - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 - 5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
 - 6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
 - 1. assuring that participants learn whatever lessons the activity is designed to teach;

2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time: Distribution shall be determined by the Building Principal.
2. Place: Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entryways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
3. Manner: No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F.2d 747 (8th Cir. 1987)
Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References: Princeton Public Schools Policy 904 (Distribution of Materials on School District Property by Non School Persons)
Princeton Public Schools Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
Princeton Public Schools Policy 506 (Student Discipline)

Adopted: October 10, 2006

Reviewed: October 13, 2009

Revised: August, 18, 2015

Reviewed: March 21, 2017

Reviewed: November 19, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 515-PROTECTION AND PRIVACY OF PUPIL RECORD

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" 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," 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," 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" 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:

1. a student's social security number;
2. 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;
3. 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;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. 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

1. 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.
2. What does not constitute an education record. The term, "education records," does not include:
 - a) Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record;
 - and

- (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
- b) Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c) Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.
- d) Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e) Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security

number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

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:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

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

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a) a specification of the records to be disclosed;
 - b) the purpose or purposes of the disclosure;
 - c) the party or class of parties to whom the disclosure may be made;
 - d) the consequences of giving informed consent; and
 - e) if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a) if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b) if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a) identifies and authenticates a particular person as the source of the electronic consent; and
 - b) indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized

representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

- a) in plain language;
- b) Dated;
- c) specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d) specific as to the nature of the information the subject is authorizing to be disclosed;
- e) specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f) specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g) specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesotacare under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a) performs an institutional service or function for which the school district would otherwise use employees;
 - b) is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c) will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. 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;
4. 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;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a) determine eligibility for the aid;
 - b) determine the amount of the aid;
 - c) determine conditions for the aid; or
 - d) 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;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a) 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
 - b) 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.
7. 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;

8. To accrediting organizations in order to carry out their accrediting functions;
9. 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;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney

General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a) the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b) the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing

this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school 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;

19. 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 individual 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;

20. 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

21. 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.
22. 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 defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; oR

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a) the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b) the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c) the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the

student and/or the parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a) prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b) prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. 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.

1. 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:

- a) 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;
- b) whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c) whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d) 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

e) 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

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines

that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as nonpublic data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a) a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b) the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c) the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, et seq.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority Superintendent in writing by [date] each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

7. 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 REDISCLOSURE

A. Redisdisclosure

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. Redisdisclosure Not Prohibited

1. 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:
 - a) The disclosures meet the requirements of Section VI. of this policy; and
 - b) The school district has complied with the record-keeping requirements of Section XIII of this policy.

2. 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 a redisclosure 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 redisclosed 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:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a) the parties who have requested or received personally identifiable information from the education records of the Student;
 - b) the legitimate interests these parties had in requesting or obtaining the information; and
 - c) the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a) the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;

- b) the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c) a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
- a) the parent of the student or the eligible student;
 - b) the school official or his or her assistants who are responsible for the custody of the records; and
 - c) the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

- a) the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b) the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

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:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. 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.
3. 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

1. 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:
 - a) the cost of materials, including paper, used to provide the copies;
 - b) the cost of the labor required to prepare the copies;
 - c) any schedule of standard copying charges established by the school district in its normal course of operations;
 - d) any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e) mailing costs.

2. 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.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. 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.

1. 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.
2. 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.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a) be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b) if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing

and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NON COMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. 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;

2. 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;
3. 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;
4. 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;
5. 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
6. 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: Princeton Public Schools Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Princeton Public Schools Policy 417 (Chemical Use and Abuse)
Princeton Public Schools Policy 506 (Student Discipline)

Princeton Public Schools Policy 519 (Interviews of Students by Outside Agencies)

Princeton Public Schools Policy 520 (Student Surveys)

Princeton Public Schools 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)

[Policy 515 Request for Information Form](#)

Adopted: April 23, 1996

Revised: January 14, 1997

Revised: August 10, 2004

Revised: April 13, 2010

Revised: April 15, 2014

Reviewed: August 18, 2015

Revised: March 21, 2017

Revised: November 19, 2019

PUBLIC NOTICE

Independent School District No. 477 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should 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. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - 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. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student 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 parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - 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 disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other

employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution 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, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to ~~section 4155~~ 20 U.S.C. § 7919, part of the federal ~~Every Student Succeeds No Child Left Behind~~ Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. 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 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue S.W.

Washington, D.C. 20202

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and
- h. That copies of the school district’s policy regarding the protection and privacy of school records are located on the District’s website.

2. Independent School District No. 477 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 477 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number ("ID") if the ID 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, password, or other factor known or

possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
 - b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
 - c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 1. **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 2. **HOME ADDRESS;**
 3. **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
 4. **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
 5. **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**
5. Pursuant to applicable law, Independent School District No. 477 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities

provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL BY OCTOBER 1 OF EACH SCHOOL YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- 1. NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- 2. HOME ADDRESS;**
- 3. STUDENT'S GRADE LEVEL;**
- 4. SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- 5. PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- 6. SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- 7. SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA

Dated: _____

Chair

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (mark all that apply) **RESPONSE PROVIDED:** (yes / no)

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco
- _____ Assaultive or threatening conduct as defined in
Minn. Stat. § 13.32, Subd. 8
- _____ Possession or use of weapons or look-alike weapons
- _____ Theft
- _____ Vandalism and damage to property

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

Adopted: August 10, 2010
Revised: March 21, 2017
Revised: November 19, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 517-STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITIONS

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contract with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards

may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: Princeton Public Schools Policy 509 (Enrollment of Nonresident Students)
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

Adopted: October 10, 2006
Reviewed: August 18, 2015
Reviewed: February 6, 2018
Reviewed: November 19, 2019

PRINCETON PUBLIC SCHOOLS

POLICY 518 - DO NOT RESUSCITATE-DO NOT INTUBATE ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Adopted: October 10, 2006

Reviewed: August 18, 2015

Revised: March 21, 2017

Revised: November 19, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

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

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from

the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

Cross References: Princeton Public Schools Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Princeton Public Schools Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Princeton Public Schools Policy 515 (Protection and Privacy of Pupil Records)

Adopted: November 14, 2006
Revised: May 5, 2016
Reviewed: March 21, 2017
Reviewed: September 15, 2017
Reviewed: November 19, 2019

PRINCETON PUBLIC SCHOOLS
520 - STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental

access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:
 - a) The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received. "Parent" means a legal guardian or other person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
 - b) Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
 - c) The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received. "Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.
 - d) The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, et seq.).
 - e) The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided

by the school district in the event of such collection, disclosure, or use.

- (1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by

a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a) The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b) The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c) The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d) The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or

screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;
Parent Notice and Opportunity for Opting Out.)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S. Ct. 2268, 153 L.Ed.2d 309 (2002)

Cross References: 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)

Adopted: November 14, 2006
Revised: August 18, 2015
Revised: August 16, 2016
Reviewed: February 19, 2019
Reviewed: November 19, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 521 - STUDENT DISABILITY NONDISCRIMINATION**

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments, should contact the Director of ~~Student Services~~ ~~Teaching & Learning~~, 706 1st St. Princeton, MN 55371 phone 763-389-~~6191~~~~7278~~. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student

Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7) 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: Princeton Public Schools Policy 402 (Disability Nondiscrimination)

Adopted: May 11, 2004

Revised: August 10, 2010

Revised: October 21, 2014

Revised: August 18, 2015

Reviewed: March 21, 2017

Revised: November 19, 2019

**PRINCETON PUBLIC SCHOOLS
STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM**

General Statement of Policy Prohibiting Disability Discrimination:

Independent School District No. 477 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability] because:

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. 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)

Adopted: August 10, 2010

**PRINCETON PUBLIC SCHOOLS
POLICY 526 -HAZING PROHIBITION**

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
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. 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. 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:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. 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.
 3. 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.
 4. 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.
 5. 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 person may report hazing directly to a school district human rights officer or to 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 a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observed, receives a report of, or has other knowledge or

belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- F. 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. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 hazing, the complainant, the reporter, and students- or others pending completion of an investigation alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 hazing 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 behavior. 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; and applicable school district policies, and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

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 hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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 engages in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the 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. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 413 (Harassment and Violence)

Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 525 (Violence Prevention [Applicable to Students
and Staff])

Adopted: October 28, 1997
Revised: August 24, 2004
Revised: October 27, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: September 1, 2015
Reviewed: February 21, 2017
Reviewed: November 19, 2019



PRINCETON

STUDENT SERVICES

2019 Fall School Board Update



Department of Student Services Programs

- Princeton Area Learning Center
- Princeton Online Academy
- Princeton Educational Options
- Onward
- Special Education
- 504
- Homeless

Princeton Area Learning Center

- Highlights from 2018-19
 - Full to capacity the entire year
 - 7 program graduates
 - High rates of student attendance
 - Increased opportunities for volunteering
- 2019-20
 - Started year full-16 potential graduates
 - Wait list of 20+ students
 - Increased interest from returning students
 - Increased support to Student Pantry
 - Increased connections to community supports





Princeton Online Academy

- Highlights from 2018-19
 - Adjusted program to serve grades 9-12 only
 - 1.2 FTE of staff at HS to support supplemental students
 - Tri 1 enrollment of 310 students between FT and supplemental
 - Highest enrollment since beginning in 2015
 - Moved forward with addition of Online Coordinator
- Highlights from 2019-20
 - Tri 1 enrollment of 123 students between FT and supplemental
 - Move to custom curriculum development, adoption of Learning Management System (LMS).



Princeton Educational Options

- Highlights from 2018-19
 - Continued work to align curriculum and instruction with Princeton Paradigm
 - Increased focus on teaching social skills expected in traditional program
 - Continued community opportunities
- 2019-20
 - Re-identified Educational Options as a special education program



Onward Program

- Highlights from 2018-19
 - Increased opportunities for job experiences-Fairview Hospital.
 - Increased enrollment to 14 students.
 - Increased staff to support diversity of student needs.
 - Further renovations to meet student needs.
- 2019-20
 - Continued expansion of community experiences
 - Focused attention on transition competencies and social skills



Special Education Update

- Year 3 of Autism Navigator Grant-Support for parents of infants and toddlers with autism-Approximately \$21,500-Allocated to coaching
- Collaborative work-Social Emotional Learning
- Completed special education due process compliance audit
 - Found 100% in compliance
- SPED grad rate continues to decline
 - Continuous Improvement Plan in Process
- SPED MCA data continues to be a concern
 - Data-Based Decision Making Process



2018 Special Education Data- MCA Math

Year	Statewide	Princeton
2013	33.8	23
2014	31.4	24.5
2015	27	25
2016	26.2	31.6
2017	26	28.6
2018	24.9	34.1
2019	27.7	30.3



2018 Special Education Data- MCA Reading

Year	Statewide	Princeton
2013	27.3	21.2
2014	28.1	27.4
2015	25.9	33.9
2016	26.2	36.4
2017	26.3	35.4
2018	26.2	38
2019	29.8	37.6



Homeless Support

- Supervision now under the Department of Student Services
- Ongoing collaboration with regional partners
- Increased connection with Open Doors for Youth



504

- Supervision now under the Department of Student Services
- Review and revision of all District procedures underway
- Training for general education staff and lead 504 staff to occur as part of implementation plan



Princeton Student Services Site Goals-2018-19

- **Math:** The percentage of all students in grades K-12 enrolled for 120 days or more at Princeton Student Services (Area Learning Center, Online Academy or Educational Options) who meet (low risk) or exceed (college pathway) the benchmark on the FAST aMath in Math will increase from 53.04% in 2018 to 55.04% in 2019.
- **Reading:** The percentage of all students in grades K-12 enrolled for 120 days or more at Princeton Student Services (Area Learning Center, Online Academy or Educational Options) who meet (low risk) or exceed (college pathway) the benchmark on the FAST aReading in Reading will increase from 71.43% in 2018 to 73.43% in 2019.



Princeton Student Services Site Goals-2019-20

- Math-The percentage of all students enrolled in a Department of Student Services program who earn an achievement level of Meets the Standards or Exceeds the Standards on the math MCA will increase from from 17.14% in 2019 to 18.14% in 2020.
- Reading-The percentage of all students enrolled in a Department of Student Services program who earn an achievement level of Meets the Standards or Exceeds the Standards on the reading MCA will increase from from 50% in 2019 to 51% in 2020.



Action Steps to Achieve Our Goals

- Increase alignment of content used at all SS sites to other district sites
- Create Formative and Summative Assessments
- Increase positive social interactions across environments
- Create systematic way to teach SEL standards in all content areas
- Increase student and staff knowledge of the effects homelessness
- Identify Research Based Practices Effective in Alternative Education Programs
- Establish Positive Intervention Team (PIT) Procedures
- Establish PIT Data Management System
- Establish Reintegration Procedures of Educational Options

Early Childhood Board Presentation Fall 2019

Focus on our youngest students



Dance



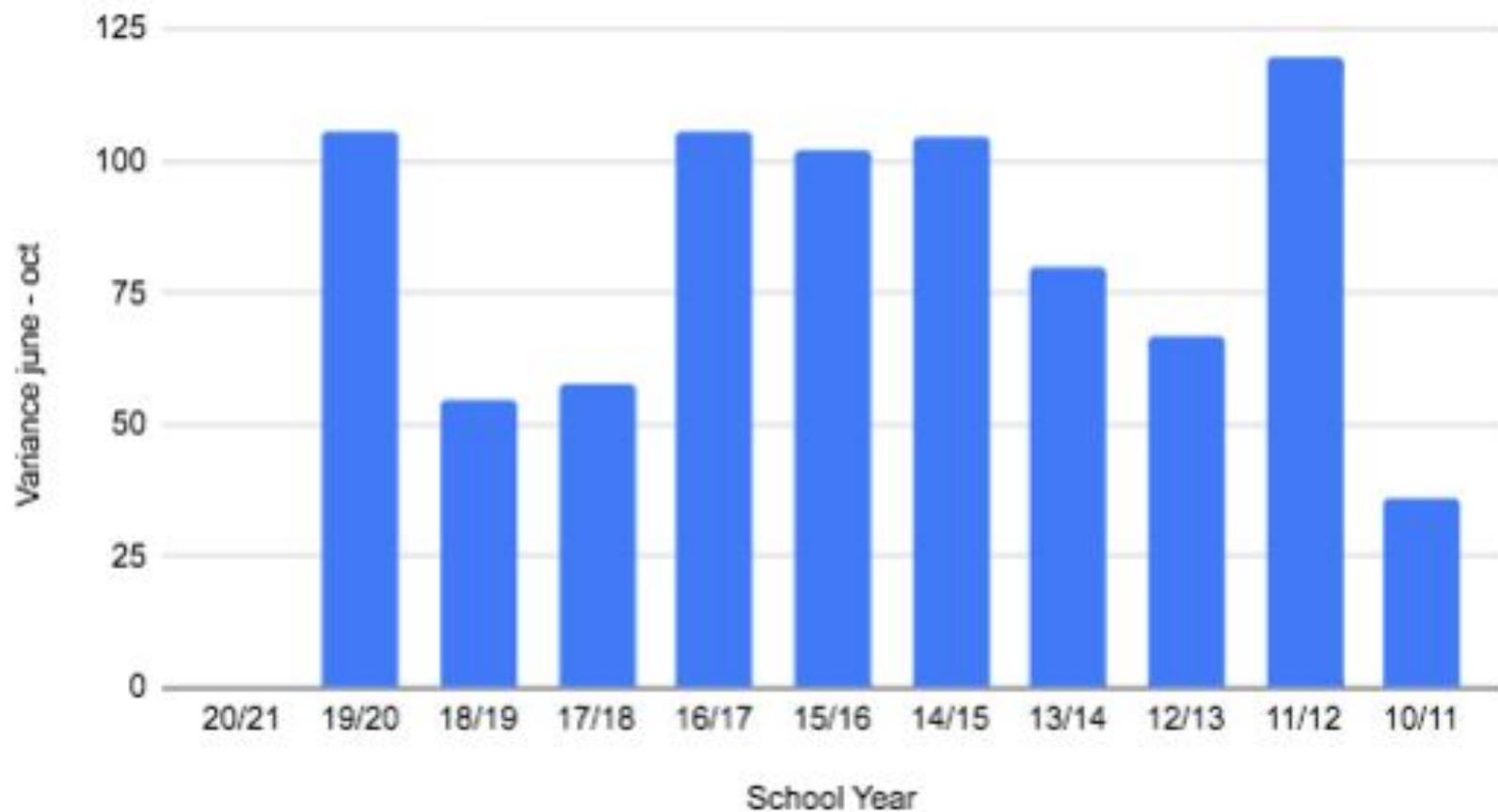
10/2019



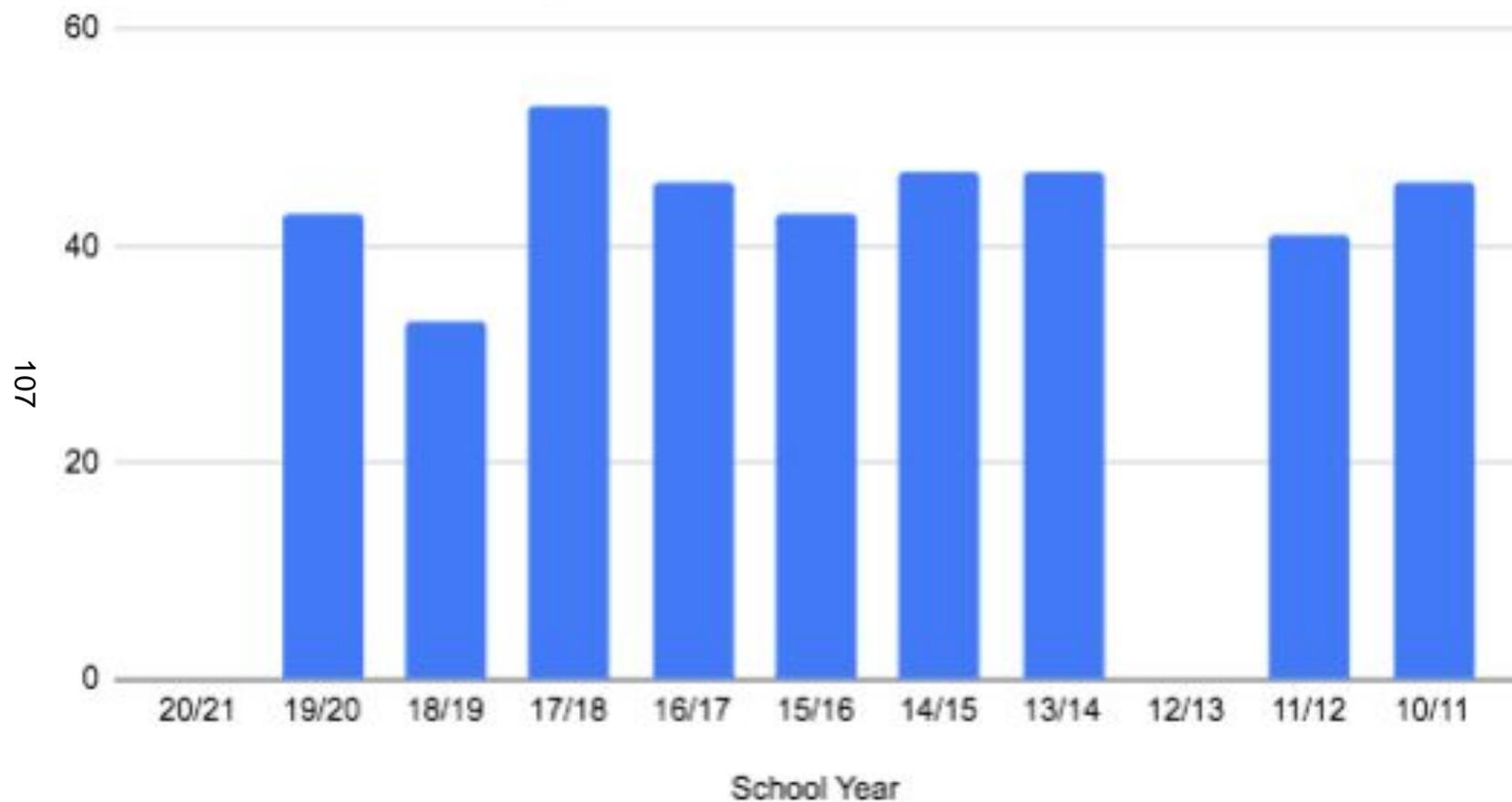
Family Center Evolution

- Enrollment is steady. We have formed our 3 big rocks site committees and are holding our own when it comes to being strong in SEL.
- Training ALL staff on a program of understanding, teaching and managing behavior called Conscious Discipline - Also offering parent sessions in place of Love and Logic classes.
- Tiger Club enrollment up and we combined the Intermediate and Primary sites
- “Wild about K” program supplanted “Tigers in Training” with focus on incoming K students
- Received our 4 star Parent Aware Rating renewal and our Pre-K childcare became certified through the Department of Human Services so that we continue to qualify for receiving CCAP reimbursement from the county.
- Received an Allies in Action Award for our collaboration with Lakes and Pines Head start.

Variance between census and actual Oct. enrollment numbers



Enrolled out in Kindergarten



School Year	January Census	June Enrolled	Actual enrolled Oct.	All K eligible in community	% census that attended	Variance Jan - Oct	Total enrolled out	
20/21	304							
19/20	299	196	193	236	64.55%	106	43	
18/19	291	227	236	269	81.10%	55	33	
17/18	313	246	255	308	81.47%	58	53	
16/17	325	219	218	264	67.08%	106	46	
15/16	320	210	218	261	68.13%	102	43	
14/15	334	230	229	276	68.56%	105	47	
13/14	309	238	229	276	74.11%	80	47	
12/13	336	239	269	310	80.06%	67	41	
11/12	364	269	244	290	67.03%	120	46	
10/11	280	252	244	289	87.14%	36	45	
Mirror year in 16/17				Average variance	73.92%			
				20/21 safe estimate at 68%	207.00			



What the data tells us about this year

We are down in K by 43 students at 193 this year

2018 - 81% of 299 in our January census attended our K program

2019 - 64.55% of 291 in our January census attended our K program

Census numbers did not predict the decrease because they almost match

2019 - 10 more students open enrolled out this year (33 vs 43 in 18/19, although in 17/18 we had record numbers enrolled in our K program and we also had 53 enrolled out)

2019 - There were 106 in the census went elsewhere or still live in the community but went elsewhere, 43 (40%) of which attended other programs for K and 63 that may no longer live in our district. This indicates a high number of families moving away compared to the previous year.

2018 - There were 55 displaced kids in the census, 33 (60%) of which attended other programs for K and 22 that no longer live in our district.

Tiger Club comparison over 3 yrs. period



Pre - K at 53 enrolled which is up 32% (wait list of 15)

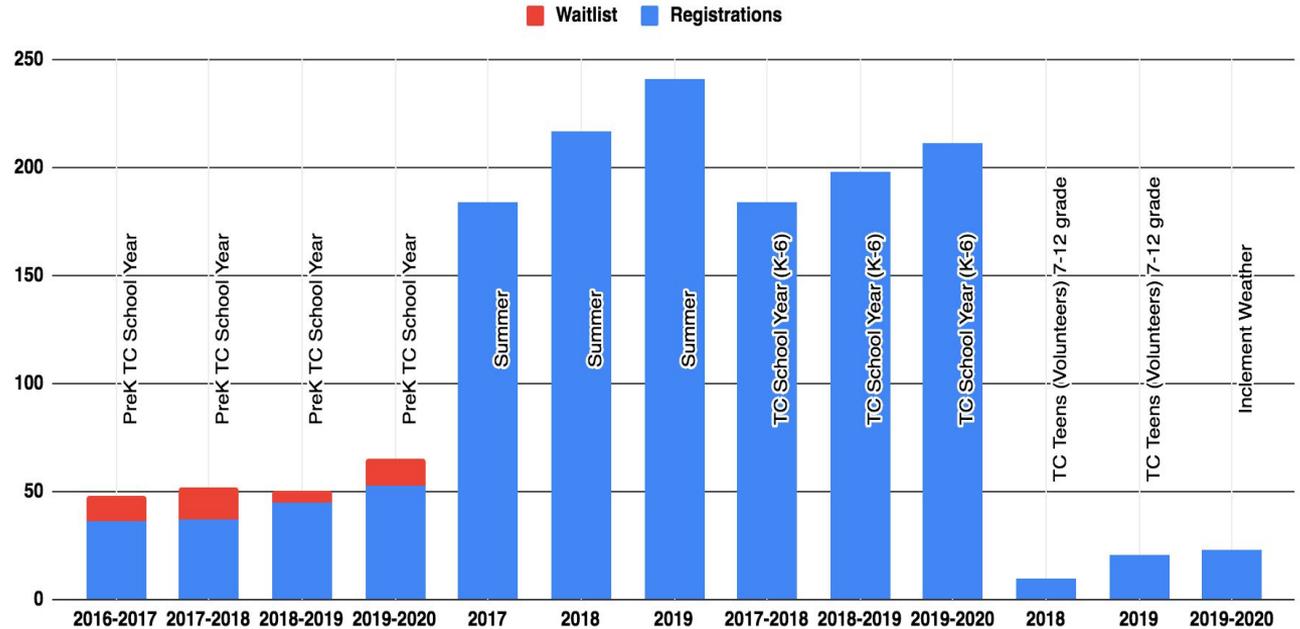
Summer at 241 enrolled which is up 24%

K - 5 school yr. at 211 enrolled up 13%

Student volunteers have doubled in 2 years up to 21

Now open on snow days to pre-enrolled parents: 23 enrolled for this year

110



Spanish Immersion

- 2016/17 - 11 students (0 out of district)
- 2017/18 - 8 students (2 out of district)
- 2018/19 - 9 students (2 out of district)
- 2019/20 - 9 students (3 out of district)

Consistent numbers that are not ideal to what is best for kids as there is only 1 set of eyes in the classroom and this is taking up a large classroom for a small number of students.

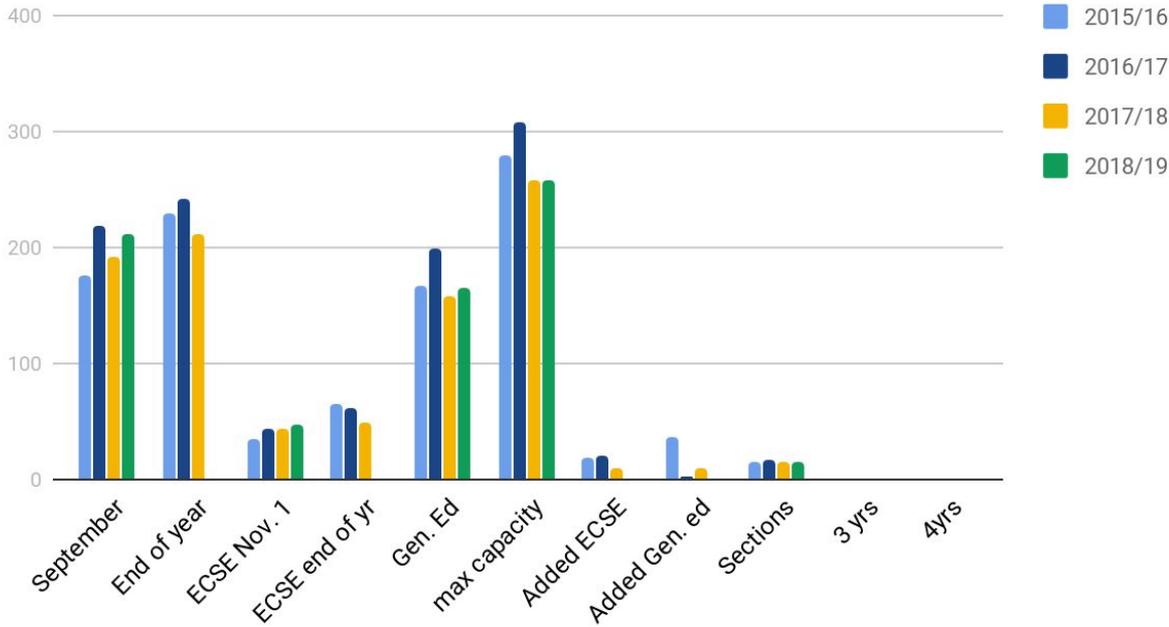
Survey Results: All out of district (7 families) surveyed 5 responded

All families but 1 would attend our preschool if SI wasn't offered

All families will or have continued with Kindergarten SI

All families have open enrolled in our district because of the K- 12 SI program and would have done this regardless of the pre-K offering.

Enrollment



What this chart tells us:

- We went down by 3 sections of preschool between 16/17 and 17/18 to balance out the demand and reduce our spending.
- Our max capacity now matches our enrollment better
- This year we started out full on the gen ed. side with 172 enrolled
- We are serving nearly as many students this year and have 3 less sections. Which means we are being more efficient.

Tiger Club Childcare:

- Enrollment - 28 students 2015/16
- Enrollment - 21 students start of 2016/17
- Enrollment - 37 students start of 2017/18
- Enrollment - 46 students start of 2018/19



Busing:

- (7) in the am and (8) in the pm riding - 15/16
- 49 in the am and 38 in the pm riding - 16/17
- 25 in the am and 28 in the pm - 17/18
- 43 in the am and 32 in the pm - 18/19
-



ECFE (Early Childhood Family Education)

17/18

- Enrollment - Held 59 ECFE courses
 - 1156 participants
 - 586 unduplicated parents/caregivers and children birth up to 5 years of age

114

Things we are proud of:

1. We offer several no cost opportunities to bring people into our school and district:
 - a. Storytime at the library 2 times per week
 - b. Boot and ice skate parent/child time 10 times per year
 - c. Infant classes 2 times per week
 - d. No cost for childcare
 - e. We haven't changed our prices in several years



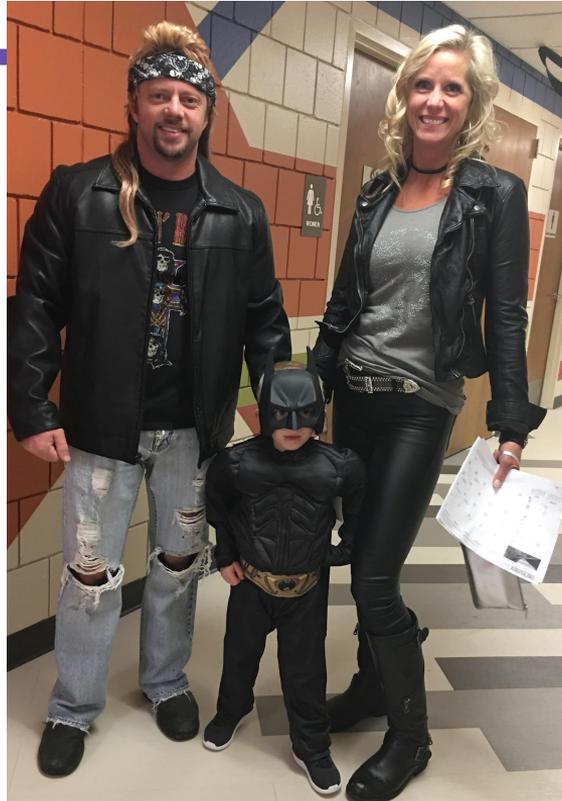
Preschool Screening numbers increasing

2015-16 = 164

2016-17 = 201

2017-18 = 234

2018-19 = 213



Friend
The



Mission

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

PRINCETON

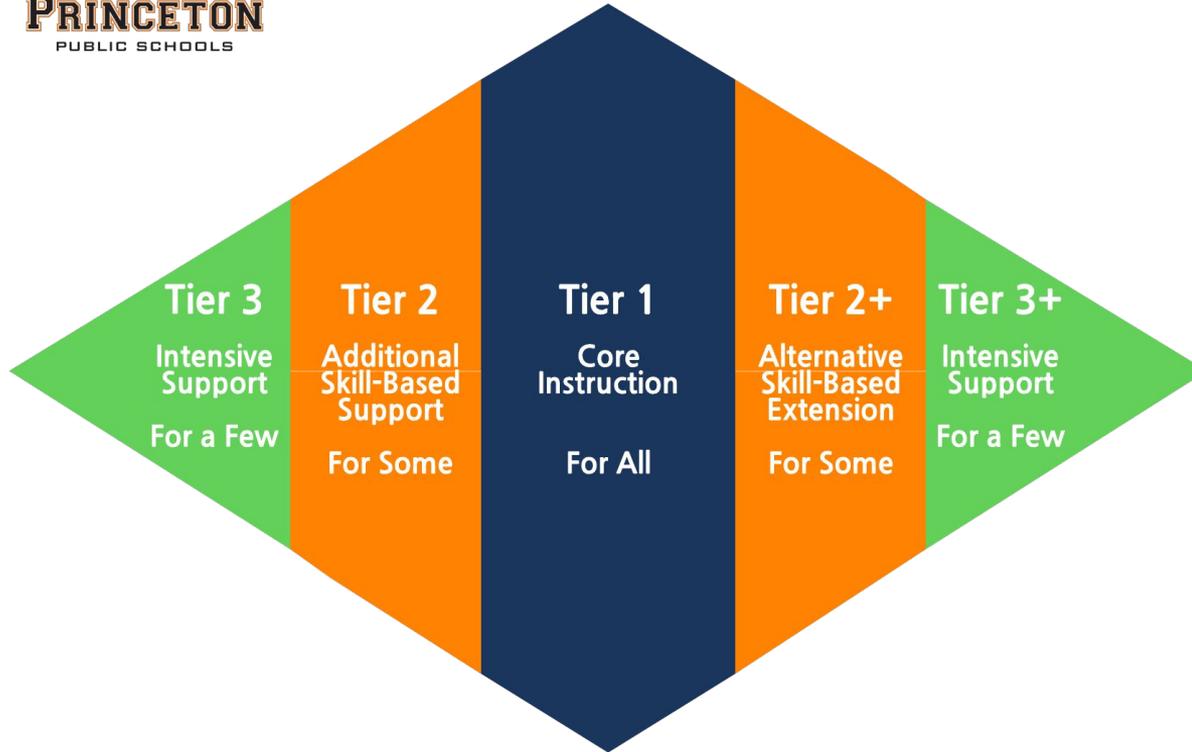
PUBLIC SCHOOLS

2019-2020 Continuous Improvement Plan

Vision

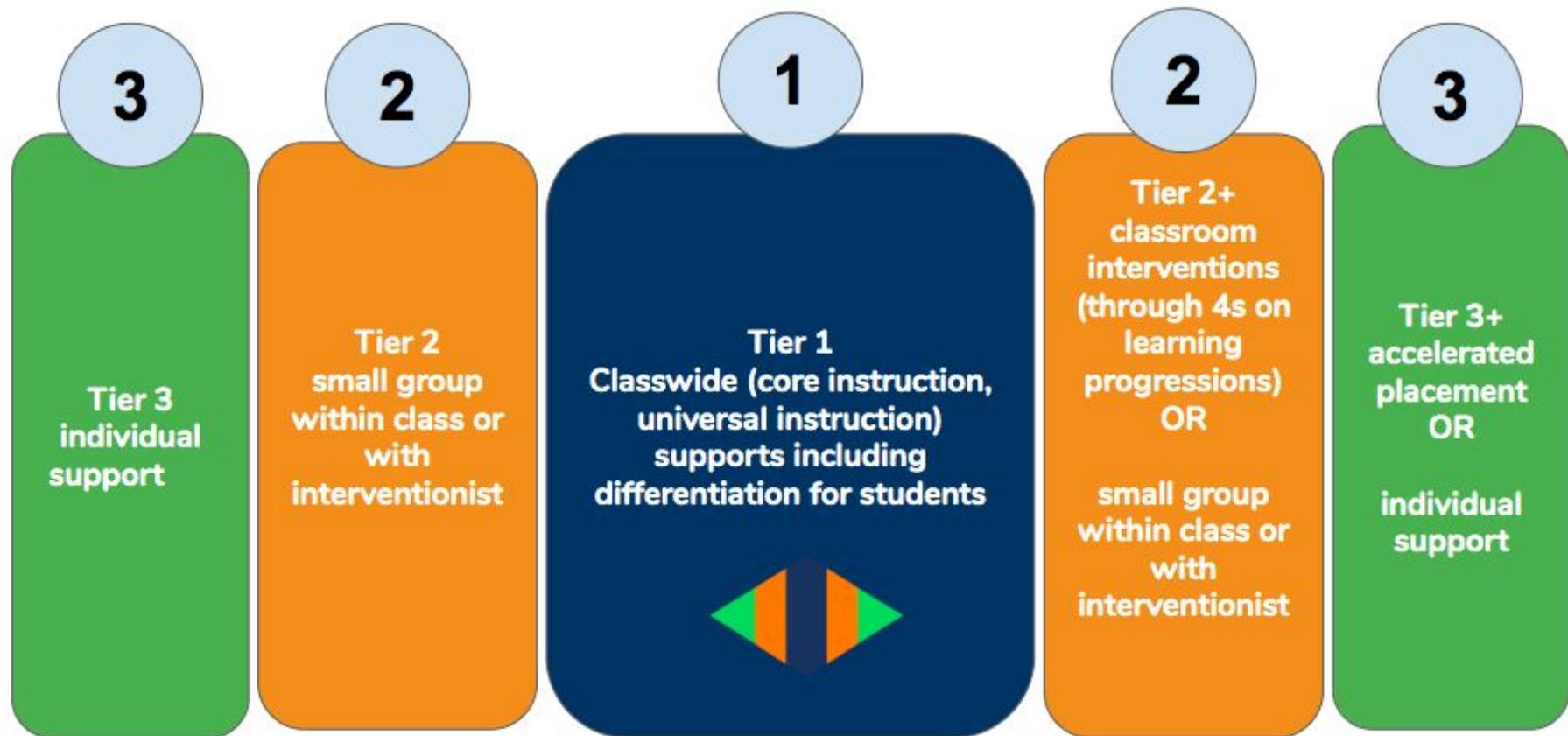
Princeton Public Schools will equip every student to be career and college ready through personalized instruction, community partnerships, and collaboration.

Academic Support



Social-Emotional & Behavior Support

How do students receive support?



Behavior/ Social Emotional Tiers of Support

Behavior
intervention
plan with
replacement
behavior
training

School-based
mental health

Home and
community
supports

Self-Monitoring

School-Home
Communication
System

Restorative
Justice

Small-group
SEL instruction

Structured
mentor systems

Schoolwide
PBIS

Social Emotional
Curriculum
(ie:Second Step)

Intentional
relationships
with ALL
students

Proactive
classroom
management

Leadership
Development/
Opportunities

Restorative
Justice Peer
Council

Small-group
SEL instruction

Peer Mentors

Student-
Initiated
Leadership
Experiences



Key understandings:

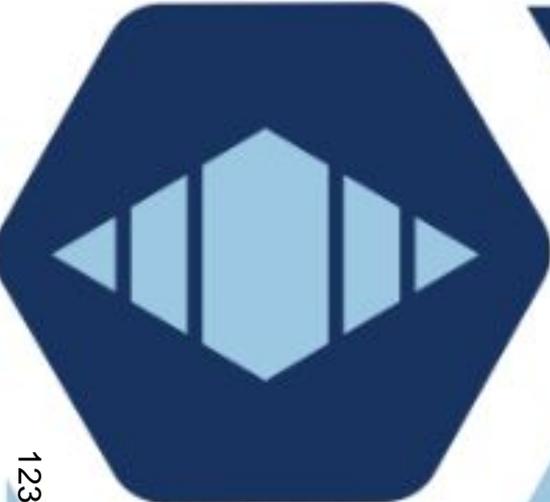


1. The MTSS diamond **systematizes** getting **every student what they need.** (It increases collective efficacy)
2. MTSS is for both academics and social-emotional/behavioral growth.
3. Strengthening the effectiveness of Tier 1 reduces strain (or need) for Tiers 2 & 3.
4. Tier 2 interventions are implemented by general ed teachers in the classroom and/or by interventionists. (Strengthening tier 2 reduces need for tier 3.)

Key understandings:



5. We do not have a perfect MTSS.
6. As we continually collaborate to refine our system it will increase our collective effectiveness in getting every student what they need.
7. Strengthening our MTSS is one of our three priorities as a district. A district-level team, and building-level teams will lead this work.
8. We respect and honor one another as we work collaboratively to continuously improve MTSS.



Multi Tiered System of Supports

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).

District MTSS Leadership Team

- Meets every other month
- Representatives from all Sites
 - MTSS Coaches
 - School Level Reps
 - School Psychologists
 - District Leadership Reps
- Share Best Practices and Resources
- Discuss Site Needs

Ensure Continuum of Evidence Based Practices and Interventions

- Exploring the use of IM4 for Behavior Interventions
 - Collaboration for Intervention Services
 - Collaboration and sharing resources from other Agencies (i.e. Rum River Special Education Cooperative and SCRED)
-

Problem Solving Process



ENROLLMENT ANALYSIS (END OF SEPTEMBER TO END OF YEAR)

All Programs	2015-2016			2016-2017			2017-2018			2018-2019			2019-2020			2019-2020		
	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Variance	End of Sept	End of Year	Lowest Variance	End of Sept	End of Year	Average Variance
Grades K-2	688.00	681.73	-6.27	688.00	687.75	-0.25	707.00	713.05	6.05	725.00	721.43	-3.57	678.00	671.73	-6.27	678.00	676.99	-1.01
Grades 3-5	750.00	766.01	16.01	754.00	755.23	8.39	772.00	771.54	-0.46	739.00	733.78	-5.22	727.00	721.78	-5.22	727.00	731.68	4.68
Grades 6-8	719.00	744.20	25.20	748.00	745.65	-2.35	752.00	761.47	9.47	806.00	801.36	-4.64	782.00	777.36	-4.64	782.00	788.92	6.92
Grades 9-12	1,042.00	987.35	-54.65	1054.00	984.70	-69.30	1098.00	1043.90	-54.10	1117.00	1043.82	-73.18	1075.00	1001.82	-73.18	1075.00	1012.19	-62.81
TOTAL	3,199.00	3,179.29	-19.71	3244.00	3173.33	-63.51	3329.00	3289.96	-39.04	3387.00	3300.39	-86.61	3262.00	3172.69	-89.31	3262.00	3209.78	-52.22
													Budgeted	3300.00		Budgeted	3300.00	
													Variance	-127.31		Variance	-90.22	

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Method

The selected History for Tables & Graphs was: *END OF YEAR A.D.M.* with *Wt Ratio 7 Yrs*

(7)

		Enrollment History - END-OF-YEAR ADM DATA							Enrollment Projections - END-OF-YEAR ADM DATA				
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	EC	28.4	30.4	31.0	29.3	34.7	33.6	29.0	32.8	33.1	33.7	33.1	32.7
	VPK	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	K	222.9	230.5	216.9	221.6	254.1	233.0	191.5	200.0	219.1	222.6	218.7	216.2
	1	242.2	221.6	239.4	219.6	233.6	259.8	222.8	193.6	219.1	221.4	225.0	221.1
	2	249.0	249.8	225.4	246.5	225.4	229.5	258.2	224.2	194.8	220.5	222.9	226.4
	3	230.3	243.3	267.1	229.6	262.5	229.6	237.6	266.3	231.3	201.0	227.5	229.9
	4	223.5	238.2	254.4	269.1	236.9	255.9	230.5	240.0	268.9	233.5	202.9	229.7
	5	255.7	227.5	244.4	256.5	272.1	248.3	253.2	233.9	243.5	272.9	237.0	205.9
	6	262.9	254.3	222.2	248.3	265.0	279.4	245.8	255.4	235.9	245.6	275.2	239.0
	7	268.0	264.3	255.4	231.0	259.6	265.8	266.8	246.5	256.1	236.5	246.2	276.0
	8	256.9	271.3	266.5	266.7	236.9	256.2	254.3	266.5	246.2	255.8	236.3	246.0
	9	257.9	265.6	276.8	265.5	278.7	250.4	276.5	265.7	278.4	257.2	267.3	246.9
	10	264.9	249.0	257.1	270.0	270.3	274.6	234.0	269.1	258.6	270.9	250.3	260.1
	11	247.1	239.4	225.4	235.0	260.8	256.9	257.9	219.4	252.4	242.5	254.1	234.8
	12	234.9	233.6	228.0	213.0	234.2	261.0	249.8	251.1	213.7	245.8	236.1	247.4
	K-12	3,216.0	3,188.3	3,179.3	3,172.3	3,290.0	3,300.3	3,178.9	3,131.7	3,117.9	3,126.3	3,099.5	3,079.2
	Pre K-12	3,244.4	3,218.7	3,210.3	3,201.6	3,324.7	3,333.8	3,207.9	3,164.4	3,151.1	3,159.9	3,132.6	3,111.9
	% Change K-12	-0.86%	-0.28%	-0.22%	3.71%	0.31%	-3.68%	-1.49%	-0.44%	0.27%	-0.86%	-0.65%	

ENROLLMENT GRAPHS & TABLES

11/19/2019

PRINCETON

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Method

The selected History for Tables & Graphs was: *END OF YEAR A.D.M.*

with *Wt Ratio 7 Yrs*

(7)

		Enrollment History - END-OF-YEAR ADM DATA							Enrollment Projections - END-OF-YEAR ADM DATA				
		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	EC	28.4	30.4	31.0	29.3	34.7	33.6	29.0	32.8	33.1	33.7	33.1	32.7
	VPK	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	K	222.9	230.5	216.9	221.6	254.1	233.0	191.5	200.0	219.1	222.6	218.7	216.2
	1	242.2	221.6	239.4	219.6	233.6	259.8	222.8	191.5	219.1	221.4	225.0	221.1
	2	249.0	249.8	225.4	246.5	225.4	229.5	258.2	222.8	194.8	220.5	222.9	226.4
	3	230.3	243.3	267.1	229.6	262.5	229.6	237.6	258.2	231.3	201.0	227.5	229.9
	4	223.5	238.2	254.4	269.1	236.9	255.9	230.5	237.6	268.9	233.5	202.9	229.7
	5	255.7	227.5	244.4	256.5	272.1	248.3	253.2	230.5	243.5	272.9	237.0	205.9
	6	262.9	254.3	222.2	248.3	265.0	279.4	245.8	253.2	235.9	245.6	275.2	239.0
	7	268.0	264.3	255.4	231.0	259.6	265.8	266.8	245.8	256.1	236.5	246.2	276.0
	8	256.9	271.3	266.5	266.7	236.9	256.2	254.3	266.5	246.2	255.8	236.3	246.0
	9	257.9	265.6	276.8	265.5	278.7	250.4	276.5	254.3	278.4	257.2	267.3	246.9
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	Pre K-12	3,244.4	3,218.7	3,210.3	3,201.6	3,324.7	3,333.8	3,207.9	3,132.8	3,151.1	3,159.9	3,132.6	3,111.9
	% Change K-12		-0.86%	-0.28%	-0.22%	3.71%	0.31%	-3.68%	-2.48%	0.58%	0.27%	-0.86%	-0.65%

INITIAL ANALYSIS OF TWO YEAR BUDGET 2020 & 2021

2018 FUND BALANCE	\$5,538,832.48		2020 EST. FD BAL	\$3,864,319.14	\$4,572,296.84			
2019 FUND BALANCE	\$5,366,285.14							
			2020-2021	EXPENSES 100%	EXPENSES 98%	2020-2021	EXPENSES 100%	EXPENSES 98%
2019-2020 ORIGINAL	EXPENSES 100%	EXPENSES 98%	ADJ REVENUE 2020	\$33,896,919.00		ADJ REVENUE 2020	\$33,896,919.00	
REVENUE	\$34,458,789.00	\$34,458,789.00	Loss of 43 plus 2%	\$153,605.98		Loss of 75 plus 2%	\$0.00	
EXPENSES	\$35,398,885.00	\$34,690,907.30	Basic Skills Reduction	\$200,000.00		Basic Skills Reduction	\$200,000.00	
VARIANCE	-\$940,096.00	-\$232,118.30	ADJ TOTAL REVENUE	\$33,850,524.98	\$33,850,524.98	ADJ TOTAL REVENUE	\$33,696,919.00	\$33,696,919.00
ESTIMATED FB 2020	\$4,426,189.14	\$5,134,166.84	EXPENSES	\$35,398,885.00		EXPENSES	\$35,398,885.00	
			Salary Increase	\$1,100,000.00		Salary Increase	\$1,100,000.00	
2019-2020	EXPENSES 100%	EXPENSES 98%	ADJ TOTAL EXPENSES	\$36,498,885.00	\$35,768,907.30	ADJ TOTAL EXPENSES	\$36,498,885.00	\$35,768,907.30
REVENUE	\$34,458,789.00	\$34,458,789.00	VARIANCE	-\$2,648,360.02	-\$1,918,382.32	VARIANCE	-\$2,801,966.00	-\$2,071,988.30
Loss of 121 Students	\$561,870.00	\$561,870.00	ESTIMATED FB 2021	\$1,215,959.12	\$2,653,914.52	ESTIMATED FB 2021	\$1,062,353.14	\$2,500,308.54
ADJ REVENUE	\$33,896,919.00	\$33,896,919.00						
EXPENSES	\$35,398,885.00	\$34,690,907.30						
VARIANCE	-\$1,501,966.00	-\$793,988.30						
ESTIMATED FB 2020	\$3,864,319.14	\$4,572,296.84						

05

SUMMER 2020 LONG TERM FACILITY MAINTENANCE		SUMMER 2020 LONG TERM FACILITY MAINTENANCE- FUND 06	
2020 Estimated Fund Balance	\$822,790.61	Estimated Fund Balance	
Revenue:	\$652,813.00	Revenue:	
Total Funds Available	\$1,475,603.6	Total Funds Available	\$0.00
EXPENDITURES		EXPENDITURES	
Health & Safety Total	\$145,000.00	FC HVAC	\$1,000,000.00
		HS Roof-(Science, Lockerrooms, Weightroom)	\$250,000.00
Primary School		MS Light Project-Last Phase	\$75,000.00
		MS Windows	\$100,000.00
Intermediate School		IS Automation Controls	\$60,000.00
Middle School			
Preventive Maintaince Roof	\$50,000.00		
High School			
Track Resurface	\$100,000.00		
Parking Lots	\$200,000.00		
Replace Fencing from 2016 project??	\$30,000.00		
Heat Exchanger Pool	\$15,000.00		
Family Center/District Center			
DC Entrance Sidewalk, Drainage, Landscaping	\$75,000.00		
Student Service			
HVAC	\$80,000.00		
Paint & Landscaping	\$50,000.00		
District Wide			
Yearly Maintenance Costs (crs801)	\$75,000.00		
Emergency Maintenance (CRS803)	\$100,000.00		
Total for 2020	\$920,000.00		
VARIANCE	\$555,603.61		