

Princeton Public Schools - ISD 477  
Tuesday, January 7, 2020 at 6:15 PM  
Regular School Board Meeting  
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. Citizen Comments
5. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 2
8. **CONSENT AGENDA**

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

  - a. Personnel 5
  - b. Bills 6
  - c. Gifts, Fundraisers, Grants & Activity Proposition 12
9. **ACTION**
  - a. Second Reading of Policy 17  
*Motion to approve the second reading of policy as presented.*
10. **ADDITIONS TO AGENDA**
11. **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 Chair Eric Minks on the **17th day of December, at 6:00 p.m.** in the District Center Board Room.

Fall Commendations: Commendation certificates were presented to students in cross country and bowling.

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

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, Director of Human Resources Jason Senne, and Student Council President Dominic Nevares.

Truth in Taxation: Michelle Czech presented to the public the Truth in Taxation regarding the levy for the school district. The public was given time to comment.

**REPORTS**

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

Deb Ulm  
Jim Tomsy  
Sue VanHooser

Finance Committee  
Long Range Planning Options Community Meeting  
SEE General Meeting; Minnesota Council on Economic Education

Eric Minks  
Chad Young  
Eric Strandberg  
Howard Vaillancourt

Finance Committee; Agenda Planning Meeting  
Finance Committee; Agenda Planning Meeting  
None  
None

Student Council Report: Student Council is planning Snow Daze week. Raising money for Ruff Start Rescue where students are able to donate to pie a teacher in the face. Student council has created a group to work as Superintendent advisory.

Superintendent Report: Discussing community digital sign usage with the City of Princeton. Coffee and Conversation coming up on Dec. 18. Recently met with the Intermediate staff for Soup with the Sup't. We are promoting our kindergarten program with events such as story hour, open gym and information webinar. Talking with St.

Francis school district to join Rum River Special Education Co-op. History day is Dec 19. We have begun discussing our 20-21 budget. Princeton Schools has been nominated as the Chamber of Commerce's Nonprofit of the Year.

### 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 Chad Young seconded by Sue VanHooser, **to approve the November 19th board meeting minutes and closed session minutes, and the November 25th special board meeting minutes.** Motion passed unanimously.

### CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Strandberg, **to approve the consent agenda as presented.** Personnel, bills, Treasurer's Report, wire transfers, gifts, fundraisers, probationary teacher agreement. Motion passed unanimously.

Discussion: Impressed by the number of grant applications. We received a grant for the design phase of the high school redesign. We received a \$5000.00 donation from Installing Cooler Etc., Inc. for lunch accounts. Walmart provided a \$3,750.00 grant for the high school's PBIS program.

### WORK SESSION

The board started their Work Session at 6:39 p.m. The topics for discussion were:

- Long Range Planning
- First Reading of Policy

### ACTION

#### 2019 Levy Pay 2020

Motion to accept the 2019 Levy Pay 2020 Resolution was made by Deb Ulm, seconded by Jim Tomsy. Upon roll call the following voted in favor: Howard Vaillancourt, Eric Strandberg, Chad Young, Eric Minks, Sue VanHooser, Jim Tomsy and Deb Ulm. Opposed: none. Motion passed unanimously.

### ADDITIONS TO AGENDA- None

### FUTURE MEETINGS

Finance Committee- Jan 7, 4:30pm

Organizational Meeting- Jan 7, 6:00pm

Regular Board Meeting- Jan 7, 6:15pm

**ADJOURN**

Motion to adjourn the meeting was made by Chad Young and seconded by Howard Vaillancourt. The meeting was adjourned at 6:52 p.m.

---

Chair Eric Minks

---

Clerk Sue VanHooser

Recorder- Emily McKinnon

1.7.20

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Winans	Courtney	FC	PS Tiger Club Lead	Community Ed	Mandy	12.17.19	\$17.03 / hr
New Hire	Leciejewski	Luke	PS	Lunchroom Supervisor	Paras	Angela Dobel	1.6.20	\$16.14 / hr
New Hire								
New Hire								

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Bott	Mike	HS	Pool Stipend	Custodians		1.6.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Van Dyke	Jason	HS	Day Lead Custodian-addition of Pool Stipend	Custodians	Mike Bott	9.18.19	\$0.25 / hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	McMahon	Padraic	HS	Asst Speech Coach	Activities	Anna Jennrich	1.11.20-5.9.20	\$3,300.00
Extra Duty	Burling	Jodi	District-wide	ATPPS AFT PD Coordinator	PEA	Cindy Kluempke	1.2.20-6.30.23	\$200 per class
Extra Duty	Durch	Sarah	HS	Credit Recovery Supervisor	PEA		1.6.20	\$500.00

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

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$281,408.78
02	Food Service	\$33,228.64
04	Community Service	\$11,378.75
10	Student Activities	\$15,705.92
<b>Report Total</b>		<b>\$341,722.09</b>

**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	82428	174712	Check	1	16484		KYLE L. CARLSON, CHAPTER 13 TRU	Yes	Yes	No	USD	12/13/2019	350.00
			82472	174713	Check	1	8007		ANDOVER HIGH SCHOOL	Yes	No	No	USD	12/13/2019	175.00
			82476	174714	Check	1	9398		BAKER RICK JR	Yes	Yes	No	USD	12/13/2019	118.00
			82460	174715	Check	1	16534		BEMBOOM TONY	Yes	No	No	USD	12/13/2019	80.00
			82451	174716	Check	1	15750		BLUE WATER PLUMBING	Yes	Yes	No	USD	12/13/2019	315.00
			82436	174717	Check	1	13112		BOLLANT JOE	Yes	No	No	USD	12/13/2019	118.00
			82456	174718	Check	1	16292		BRONSON ROY	Yes	No	No	USD	12/13/2019	70.00
			82430	174719	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	12/13/2019	1,252.25
			82443	174720	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	12/13/2019	177.71
			82432	174721	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	12/13/2019	256.45
			82440	174722	Check	1	13495		DEISTING RANDY	Yes	No	No	USD	12/13/2019	118.00
			82457	174723	Check	1	16522		DRAMATIC PUBLISHING	Yes	Yes	No	USD	12/13/2019	188.43
			82434	174724	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	Yes	No	USD	12/13/2019	1,399.86
			82462	174725	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	12/13/2019	23.00
			82433	174726	Check	1	12505		ERNST MARK	Yes	Yes	No	USD	12/13/2019	220.00
			82452	174727	Check	1	15877		FARIBAULT FALCON ARCHERS INC	Yes	No	No	USD	12/13/2019	800.00
			82450	174728	Check	1	15484		FERNANDEZ-STERNQUIST JAMI	Yes	Yes	No	USD	12/13/2019	50.00
			82448	174729	Check	1	15209		FISHER BECKY	Yes	No	No	USD	12/13/2019	43.45
			82441	174730	Check	1	14049		FUN EXPRESS, LLC	Yes	Yes	No	USD	12/13/2019	409.25
			82458	174731	Check	1	16524		GABBERT LEONARD	Yes	No	No	USD	12/13/2019	118.00
			82445	174732	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	Yes	No	USD	12/13/2019	1,837.76
			82463	174733	Check	1	3176		HORIZON EQUIPMENT	Yes	Yes	No	USD	12/13/2019	534.17
			82449	174734	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	Yes	No	USD	12/13/2019	75.39
			82439	174735	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	Yes	No	USD	12/13/2019	91.56
			82473	174736	Check	1	8027		KRITZ KEVIN	Yes	Yes	No	USD	12/13/2019	133.00
			82459	174737	Check	1	16530		LEE MICHAEL	Yes	Yes	No	USD	12/13/2019	210.00
			82461	174738	Check	1	16535		LINNA JEFFERY	Yes	Yes	No	USD	12/13/2019	133.00
			82464	174739	Check	1	4090		M.C.E.A.	Yes	No	No	USD	12/13/2019	55.00
			82475	174740	Check	1	9166	1	MCKENZIE	Yes	Yes	No	USD	12/13/2019	508.53
			82435	174741	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	12/13/2019	1,345.27
			82465	174742	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	12/13/2019	3,250.00
			82442	174743	Check	1	14055		NELSON PAUL	Yes	Yes	No	USD	12/13/2019	133.00
			82466	174744	Check	1	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	12/13/2019	75.00
			82431	174745	Check	1	11275		O'DONNELL ED	Yes	No	No	USD	12/13/2019	118.00
			82467	174746	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	12/13/2019	53.95
			82468	174747	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	12/13/2019	750.00
			82469	174748	Check	1	5254	3	REALLY GOOD STUFF, LLC	Yes	Yes	No	USD	12/13/2019	137.05
			82453	174749	Check	1	16050	1	ROGERS PRINTING AND PROMOTIO	Yes	Yes	No	USD	12/13/2019	94.30
			82470	174750	Check	1	5506	2	SAUK RAPIDS - RICE HIGH SCHOOL	Yes	Yes	No	USD	12/13/2019	105.00
			82446	174751	Check	1	14747		SIMPSON JOHN	Yes	Yes	No	USD	12/13/2019	70.00
			82454	174752	Check	1	16173		SMUDA KIMBERLY	Yes	Yes	No	USD	12/13/2019	50.00

**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		82437	174753	Check	1	13220	1	STANLEY ACCESS TECHNOLOGIES	Yes	Yes	No	USD	12/13/2019	192.00
			82444	174754	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	12/13/2019	4,404.99
			82471	174755	Check	1	7006		THUNDER BLADES INC	Yes	Yes	No	USD	12/13/2019	555.00
			82474	174756	Check	1	8750		TOEDTER JOEL	Yes	Yes	No	USD	12/13/2019	155.00
			82455	174757	Check	1	16267		TREBESCH GUY	Yes	Yes	No	USD	12/13/2019	118.00
			82447	174758	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	12/13/2019	368.54
			82438	174759	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	12/13/2019	1,259.61
			82477	174760	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	12/13/2019	19.70
			82480	174761	Check	1	16096		VENUWORKS OF BURNSVILLE, LLC.	Yes	Yes	No	USD	12/18/2019	583.00
			82481	174762	Check	1	16096		VENUWORKS OF BURNSVILLE, LLC.	Yes	Yes	No	USD	12/18/2019	638.00
			82494	174763	Check	1	12321	1	APEC	Yes	Yes	No	USD	12/18/2019	158.27
			82493	174764	Check	1	12320		THE METRO GROUP, INC	Yes	Yes	No	USD	12/18/2019	809.50
			82536	174765	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	12/20/2019	4,949.92
			82496	174766	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	Yes	No	USD	12/20/2019	2,197.13
			82498	174767	Check	1	1208		APOLLO HIGH SCHOOL #742	Yes	No	No	USD	12/20/2019	145.00
			82527	174768	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	12/20/2019	165.87
			82510	174769	Check	1	15054		BAUMGARTNER SCOTT	Yes	Yes	No	USD	12/20/2019	118.00
			82514	174770	Check	1	15913		BAYFIELD FRUIT COMPANY	Yes	No	No	USD	12/20/2019	700.00
			82518	174771	Check	1	16534		BEMBOOM TONY	Yes	No	No	USD	12/20/2019	130.00
			82504	174772	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	12/20/2019	306.73
			82505	174773	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	Yes	No	USD	12/20/2019	111.36
			82495	174774	Check	1	10748		BLACK JIM	Yes	Yes	No	USD	12/20/2019	157.00
			82508	174775	Check	1	14819	2	BSN SPORTS	Yes	Yes	No	USD	12/20/2019	2,398.12
			82497	174776	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	12/20/2019	3,048.80
			82537	174777	Check	1	7909		ELDORADO MITCH	Yes	Yes	No	USD	12/20/2019	157.00
			82511	174778	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	Yes	No	USD	12/20/2019	253.60
			82500	174779	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	12/20/2019	84.00
			82503	174780	Check	1	14049		FUN EXPRESS, LLC	Yes	Yes	No	USD	12/20/2019	57.88
			82513	174781	Check	1	15474		HOFFMAN RYAN	Yes	No	No	USD	12/20/2019	85.00
			82524	174782	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	12/20/2019	694.00
			82522	174783	Check	1	16540		JOHNSON MARK	Yes	Yes	No	USD	12/20/2019	118.00
			82520	174784	Check	1	16538		KELVINGTON LUKE	Yes	Yes	No	USD	12/20/2019	200.00
			82539	174785	Check	1	8650		KOPETKA FRANK	Yes	Yes	No	USD	12/20/2019	118.00
			82521	174786	Check	1	16539		LEWIS WILLIAM	Yes	Yes	No	USD	12/20/2019	118.00
			82509	174787	Check	1	15000		LEY ZACH	Yes	Yes	No	USD	12/20/2019	85.00
			82515	174788	Check	1	16413		M & H APPLIANCE SALES AND SERV	Yes	No	No	USD	12/20/2019	809.98
			82535	174789	Check	1	7475		M.B.S.A.	Yes	Yes	No	USD	12/20/2019	75.00
			82523	174790	Check	1	16541		MAREK MATTHEW	Yes	Yes	No	USD	12/20/2019	118.00
			82525	174791	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	12/20/2019	1,197.35
			82517	174792	Check	1	16529		MCDONOUGH MICHELLE	Yes	Yes	No	USD	12/20/2019	84.00
			82499	174793	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	12/20/2019	227.82

## 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	82502	174794	Check	1	14007		MIKKELSON STEVE	Yes	Yes	No	USD	12/20/2019	157.00
			82526	174795	Check	1	4222		MILACA BUILDING CENTER	Yes	Yes	No	USD	12/20/2019	1,096.14
			82528	174796	Check	1	4628		NELSON NURSERY	Yes	Yes	No	USD	12/20/2019	4,279.20
			82529	174797	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	12/20/2019	1,874.89
			82519	174798	Check	1	16536		PARROTT, VANESSA	Yes	No	No	USD	12/20/2019	5.00
			82530	174799	Check	1	5040		PIZZA BARN	Yes	No	No	USD	12/20/2019	36.00
			82516	174800	Check	1	16517		QUIST, CHRISTINE	Yes	Yes	No	USD	12/20/2019	291.00
			82531	174801	Check	1	5273	2	REGION 4 FFA	Yes	No	No	USD	12/20/2019	126.00
			82506	174802	Check	1	14420		ROBOTICS EDUCATION & COMPETI	Yes	No	No	USD	12/20/2019	465.00
			82507	174803	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	12/20/2019	12,198.33
			82501	174804	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	12/20/2019	38.14
			82532	174805	Check	1	6505		WEST MUSIC COMPANY	Yes	Yes	No	USD	12/20/2019	75.00
			82512	174806	Check	1	15458		WINDSPERGER AFTON	Yes	No	No	USD	12/20/2019	132.00
			82538	174807	Check	1	7947		WISE KARI	Yes	Yes	No	USD	12/20/2019	132.00
			82534	174808	Check	1	7449		WISNIESKI DAVE	Yes	No	No	USD	12/20/2019	118.00
			82533	174809	Check	1	6663	2	YOUTH FRONTIERS INC	Yes	Yes	No	USD	12/20/2019	3,490.00
			82540	174810	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	12/20/2019	22,441.82
			82542	174811	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	12/26/2019	10,021.33
			82557	174812	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	12/31/2019	997.44
			82554	174813	Check	1	3177	1	HORACE MANN LIFE INS. CO.	Yes	No	No	USD	12/31/2019	120.54
			82553	174814	Check	1	16484		KYLE L. CARLSON, CHAPTER 13 TRU	Yes	No	No	USD	12/31/2019	350.00
			82555	174815	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	12/31/2019	177.84
			82556	174816	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD	12/31/2019	64.00
			82558	174817	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	12/31/2019	20,681.46
			82559	174818	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	12/31/2019	1,518.88
			82560	174819	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	12/31/2019	2,640.21
			82561	174820	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	12/31/2019	863.91
			82577	174821	Check	1	16204		BRAEGELMANN JAKE	Yes	No	No	USD	12/26/2019	157.00
			82581	174822	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	12/26/2019	16,145.01
			82584	174823	Check	1	8001		CHILDERS DAVE	Yes	Yes	No	USD	12/26/2019	85.00
			82579	174824	Check	1	16544		CROWELL SHANNON	Yes	No	No	USD	12/26/2019	133.00
			82564	174825	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	12/26/2019	2,411.04
			82570	174826	Check	1	14071		DEHNICKE ADAM	Yes	No	No	USD	12/26/2019	118.00
			82574	174827	Check	1	14872		EMANUEL DAN	Yes	No	No	USD	12/26/2019	118.00
			82566	174828	Check	1	12505		ERNST MARK	Yes	Yes	No	USD	12/26/2019	220.00
			82568	174829	Check	1	13058		FRIEDRICHS MATT	Yes	No	No	USD	12/26/2019	133.00
			82567	174830	Check	1	12624		HOFSTEDT JASON	Yes	No	No	USD	12/26/2019	118.00
			82583	174831	Check	1	7064		LARKIN PETER J.	Yes	Yes	No	USD	12/26/2019	118.00
			82578	174832	Check	1	16530		LEE MICHAEL	Yes	Yes	No	USD	12/26/2019	70.00
			82576	174833	Check	1	16146		LINDSEY RICHARD	Yes	No	No	USD	12/26/2019	118.00
			82569	174834	Check	1	14006		LINQUIST BRANDON	Yes	No	No	USD	12/26/2019	133.00

**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	82580	174835	Check	1	16546		MATTIS JEREMY	Yes	No	No	USD	12/26/2019	133.00
			82562	174836	Check	1	10212		MN SECRETARY OF STATE	Yes	No	No	USD	12/26/2019	120.00
			82587	174837	Check	1	8945		MOHN MONICA	Yes	No	No	USD	12/26/2019	150.00
			82563	174838	Check	1	11257		MORAN KRIS	Yes	Yes	No	USD	12/26/2019	133.00
			82565	174839	Check	1	12462		OLSON TERENCE ALAN	Yes	Yes	No	USD	12/26/2019	290.00
			82575	174840	Check	1	15440		SCHUMER PAT	Yes	No	No	USD	12/26/2019	118.00
			82571	174841	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	12/26/2019	16,534.88
			82586	174842	Check	1	8616		THOMAS BOB	Yes	No	No	USD	12/26/2019	118.00
			82572	174843	Check	1	14576		THOMPSON EARLIHUE JR.	Yes	Yes	No	USD	12/26/2019	118.00
			82573	174844	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	12/26/2019	190.24
			82582	174845	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD	12/26/2019	407.00
			82585	174846	Check	1	8197		WILSON ROGER	Yes	No	No	USD	12/26/2019	200.00
			82591	174847	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD	01/07/2020	3,510.00
			82598	174848	Check	1	14819	2	BSN SPORTS	Yes	No	No	USD	01/07/2020	7,518.80
			82605	174849	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	01/07/2020	92.41
			82589	174850	Check	1	10069		DALCO	Yes	No	No	USD	01/07/2020	232.69
			82606	174851	Check	1	2116		DEMCO INC	Yes	No	No	USD	01/07/2020	794.78
			82607	174852	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	01/07/2020	14,717.12
			82608	174853	Check	1	2557		FLINN SCIENTIFIC INC.	Yes	No	No	USD	01/07/2020	67.40
			82596	174854	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	01/07/2020	94.90
			82604	174855	Check	1	16543	1	FORECAST 5 ANALYTICS, INC.	Yes	No	No	USD	01/07/2020	200.00
			82595	174856	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	01/07/2020	576.59
			82618	174857	Check	1	6645		GRAINGER	Yes	No	No	USD	01/07/2020	573.80
			82609	174858	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	01/07/2020	373.48
			82619	174859	Check	1	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	01/07/2020	303.92
			82610	174860	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	01/07/2020	66.00
			82599	174861	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	01/07/2020	2,400.00
			82620	174862	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	01/07/2020	1,529.51
			82611	174863	Check	1	4245		MILLE LACS CO AUDITOR/TREAS.	Yes	No	No	USD	01/07/2020	745.33
			82612	174864	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	01/07/2020	62.76
			82590	174865	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	01/07/2020	1,539.89
			82613	174866	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	01/07/2020	692.43
			82592	174867	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	01/07/2020	7,260.00
			82600	174868	Check	1	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	01/07/2020	329.90
			82614	174869	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	01/07/2020	240.00
			82615	174870	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	01/07/2020	54,876.63
			82616	174871	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	01/07/2020	737.29
			82602	174872	Check	1	15880		ROAD CASES USA, INC.	Yes	No	No	USD	01/07/2020	879.98
			82593	174873	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	01/07/2020	48,714.92
			82601	174874	Check	1	15646		SEW GOOD SEWING CENTER, LLC	Yes	No	No	USD	01/07/2020	716.95
			82594	174875	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	01/07/2020	153.89

## 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	82617	174876	Check	1	6142	2	TIERNEY BROS.	Yes	No	No	USD	01/07/2020	130.20
			82621	174877	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	01/07/2020	923.39
			82597	174878	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	01/07/2020	17,522.28
			82603	174879	Check	1	16478	1	WRECK-LESS DRIVING ACADEMY C	Yes	No	No	USD	01/07/2020	5,950.00
Bank Total: 001														\$341,722.09	
Report Total:														\$341,722.09	

1.7.20

Type	Date Submitted	Donor Name	School	Reason	Gift / Amount
Gift	12.19.19	Mystic Riders	MS	Blanket Making Project	\$500.00
Gift	1.2.20	Nexus Internet Solutions	Robotics	Equipment to stream tournaments	\$250.00

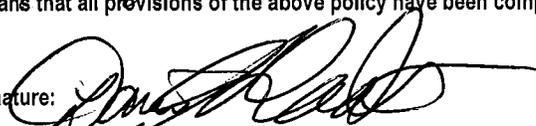
Type	Date Submitted	Fundraiser Proposed By	Purpose	Supplier	Approx Funds
Fundraiser	12.27.19	PHS Speech	Team Shirts	Pizza Ranch	10% of Profits
Fundraiser	1.3.20	Princeton Tigers Archery	Left Handed Bows	Hybrid Lights	\$2,000.00

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

Type	Date Submitted	Grant Name	School	Applicant	Approx Funds
Grant	1.6.20	DNR No Child Left Inside	PS & IS	Becky Pollard	\$17,000.00

Type	Date Submitted	Proposed Co-Curricular Activity	School	Applicant	Approx Cost
Activity	12.20.19	Knit & Crochet Club	HS	Olivia McGathey	None

FUNDRAISING APPROVAL FORM (Policy 511)

Date of fundraiser: <del>1/13/20</del> 1/13/20 or 1/20/20 or 2/13/20	Projected profit: \$500 +	Amount earned:
Group or organization proposing the fundraiser: PHS Speech		Item(s) being sold: 10% profit
Company/organization supplying items to be sold: Pizza Ranch		
The money raised will be used for: Speech Team Shirts/ breakfast		
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
		Yes      No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X/N/A
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	X
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	N/A
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	N/A
I have reviewed Policy #511 Fundraising and agree to its provisions:		
Date: 12/19/19	Teacher/Sponsor Signature: 	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.		
APPROVED      NOT APPROVED		
Date: 12/19/19	Administrator Signature: 	
Date: 12/27/19	Superintendent Signature: 	
Date:	School Board Chair Signature:	

FUNDRAISING APPROVAL FORM

Date of fundraiser: 1/7/20		Projected profit: \$2,000		Amount earned:	
Group or organization proposing the fundraiser: Princeton Tigers Archery				Item(s) being sold: head head lamps, leathers + flashlights	
Company/organization supplying items to be sold: Hybrid Lights					
The money raised will be used for: purchasing left handed bows for team					
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.				Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:					
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.			X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			N/A	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.			X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.			X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.			X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.			X	
I have reviewed Policy #511 Fundraising and agree to its provisions:					
Date: 1/2/20		Teacher/Sponsor Signature:			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____ APPROVED _____ NOT APPROVED					
Date: 1-3-20		Administrator Signature:			
Date: 1.10.20		Superintendent Signature: M. Gish for Ben Barton			
Date:		School Board Chair Signature:			

**PRINCETON HIGH SCHOOL  
ACTIVITIES DEPARTMENT**

**PROCEDURE FOR INITIATING NEW CO-CURRICULAR ACTIVITIES**

At Princeton High School, our goal is to have every student involved in at least one co-curricular activity. To initiate a new activity, the following procedure will be followed. Approval by PHS Administration as well as the Board of Education is necessary for each activity.

**PROCESS:**

1. WRITE AN INTRODUCTORY PROPOSAL LETTER. The proposal should include the purpose of the organization and how it would benefit students. Timelines and potential events or schedules should be included.
2. IDENTIFY WHICH CATEGORY
  - a. MSHSL Athletic Activity
  - b. MSHSL Non-Athletic Activity
  - c. PHS Club or Non-Athletic Competitive Activity
3. All activities must be supervised by staff. Who will the advisor be? *Mrs. McGathey*
4. Will the advisor/coach be a paid position? YES or  NO
5. (If YES, the Board of Education must place the position on the salary schedule and funding must be allocated).
6. Will a budget for expenses be requested? If this is to be an unfunded activity, an advisor is still required. Who has volunteered to supervise this student group? *No - Mrs. McGathey*

**APPROVAL REQUIRED:**

  
BUILDING PRINCIPAL

 12/20/19  
ACTIVITIES DIRECTOR

\_\_\_\_\_  
BOARD OF EDUCATION

Alisabeth Foede  
Kate Radke  
Audrey Lindgren

## Proposal for the Knit and Crochet Club

The Knit and Crochet Club would be a place where students can gather to learn how to knit and crochet, or improve their existing skills. Learning to knit or crochet would benefit any student, because these activities have been proven to be a major aid in stress relief. On top of this, knit and crochet is a valued skill that can produce great products. Students who are interested in knit and crochet can explore these skills, and meet like-minded people in the knit and crochet club. Club meetings would be a weekly event, hosted on Fridays after school in the Advisor's (Mrs. McGathey's) classroom. This club would run the entire school year. Potentially, the club could introduce a charity event- various knitted or crocheted items can be donated to hospitals, homeless shelters, etc. If we were to do this event it would have to be after club members who know very little about knitting and crochet have been taught enough to create items. We would need to do more research on the possibilities of this event. The supplies needed for the club itself will be provided by the students. Leaders will bring in knitting needles, crochet hooks, and yarn. Club members would also be encouraged to bring in their own supplies. This way, the club will need no funding from the school, and everyone will have the supplies they need. There are currently no other clubs similar to this one. This means creating more possibilities for students who would not usually join a club participating in one. After asking around, seven students have already expressed interest in this club. In conclusion, the knit and crochet club would be a great way to teach students new skills that will benefit them greatly. This club is a great way to represent Princeton Highschool, as it shows unity and respect for everyone by bringing people together to learn and grow.

## 11.19.19 Policy Agenda

- 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
  - Reviewed
- 528 - Student Parental Family and Marital Status Nondiscrimination
  - Reviewed
- 529 - Staff Notification of Violent Behavior by Students
  - Reviewed
- 530 - Immunization Requirements
  - MSBA changes
- 531 - Pledge of Allegiance
  - Reviewed
- 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
  - MSBA changes
- 533 - Wellness
  - Suggested changes from Director of Nutrition Services
- 534 - Food Service Meal Account Maintenance
  - Reviewed
- 551 - Memorial Policy
  - Added “with parental approval” in section 4a
- 596 - Food Allergies & Special Dietary Needs
  - Reviewed
- 599 - Student Activities Fee Schedule
  - Will be reviewed by Activities department

**PRINCETON PUBLIC SCHOOLS**  
**527 - STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS,**  
**INSPECTIONS, AND SEARCHES**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

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

serious and immediate risk of harm or destruction of evidence), and the age of the student.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### IV. **STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

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

#### V. **STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### VI. **PATROLS, INSPECTIONS AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition,

the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. **DIRECTIVES AND GUIDELINES**

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

## VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: November 14, 2006

Revised: September 1, 2015

Reviewed: February 21, 2017

Reviewed: January 7, 2020

**PRINCETON PUBLIC SCHOOLS**  
**528 - STUDENT PARENTAL, FAMILY AND MARITAL STATUS NONDISCRIMINATION**

**I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated the Human Resource Director as the Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX Coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

**Legal References:** Minn. Stat. § 363.01 et seq. (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing regulations of Title IX)

**Cross References:** Princeton Public Schools Policy 102 (Equal Educational Opportunity)  
Princeton Public Schools Policy 413 (Harassment and Violence)  
Princeton Public Schools Policy 522 (Student Sex Nondiscrimination)

Adopted: December 17, 2002  
Reviewed: September 1, 2015  
Revised: February 21, 2017  
Reviewed: January 7, 2020

**PRINCETON PUBLIC SCHOOLS**  
**529 - STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

**I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

**III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the 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.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;

2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. 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
4. 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.

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent

behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the

student, the administration also may convene a meeting to share and discuss such data.

2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: November 14, 2006  
Reviewed: September 1, 2015  
Revised: August 16, 2016  
Reviewed: February 21, 2017  
Reviewed: January 7, 2020

**PRINCETON PUBLIC SCHOOLS  
530 - IMMUNIZATION REQUIREMENTS**

**I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

**II. GENERAL STATEMENT OF POLICY**

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

**III. STUDENT IMMUNIZATION REQUIREMENTS**

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician, **advanced practice registered nurse, physician assistant**, or a public clinic which provides immunizations (**hereinafter "medical statement"**), ~~stating~~ **affirming** that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a **medical** statement, ~~from a physician or a public clinic which provides immunizations, stating~~ **affirming** that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the **medical** ~~statement of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school

district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their homeschooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

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

- A. The parent or guardian of a minor student or an emancipated student submits a ~~physician's~~ signed **medical** statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

**V. NOTICE OF IMMUNIZATION REQUIREMENTS**

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

[See Attachments A, B, C. and D]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

**VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's

immunization file to the student's new school within 30 days of the student's transfer.

- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty. Gen. 169-W (July 23, 1980)  
Op. Atty. Gen. 169-W (Jan. 17, 1968)

**Cross References:** Princeton Policy 515 (Protection and Privacy of Pupil Records)

Adopted: November 14, 2006  
Revised: September 13, 2011  
Revised: September 1, 2015  
Revised: March 21, 2017  
Revised: January 7, 2020

**PRINCETON PUBLIC SCHOOLS  
531 - THE PLEDGE OF ALLEGIANCE**

**I. PURPOSE**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students must respect the choice to not recite the pledge.

**IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

**Legal References:** Minn. Stat. §121A.11, Subd. 3 (Pledge of Allegiance)

Adopted: November 10, 2003  
Revised: September 1, 2015  
Reviewed: February 21, 2017  
Reviewed: January 7, 2020

**PRINCETON PUBLIC SCHOOLS**  
**532 - USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS**  
**WITH IEPs FROM SCHOOL GROUNDS**

**I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

**II. GENERAL STATEMENT OF POLICY**

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

**III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal

laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

#### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

##### **A. Removal By Crisis Team**

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or

may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace Officer.

**B. Removal By Police Liaison Officer or Peace Officer**

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on district's' progress in reducing the use of restrictive procedures that recommends how to further reduced these procedures and eliminate the use of ~~seclusion-prone restraints~~. By ~~January 15, April 15, July 15, and October 15~~ ~~June 30~~ of each year, districts must report ~~summary data on the use of restrictive procedures to the MDE~~, in a form and manner determined by the Commissioner ~~about individual students who have been secluded~~. ~~By July 15 each year, district must report summary data~~. The summary data must include information ~~on~~ ~~about~~ the use of restrictive procedures ~~for the prior school year, July 1 through June 30~~, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)  
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))  
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

**Cross References:** Princeton Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
Princeton Policy 515 (Protection and Privacy of Pupil Records)  
Princeton Policy 525 (Violence Prevention)  
Princeton Policy 806 (Crisis Management Policy)

Adopted: January 27, 2004  
Revised: November 23, 2010  
Revised: August 23, 2011  
Reviewed: September 1, 2015  
Revised: February 21, 2017  
Revised: January 7, 2020

**PRINCETON PUBLIC SCHOOLS  
533 - WELLNESS**

**I. PURPOSE**

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified ~~nutrition services~~~~food-service~~ personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- H. Every effort will be made to promote food preparation that reduces fats, sugars, preservatives, additives or artificial substances.

- I. The School District defines the day as midnight to 30 minutes after the end of the school day (bell).

### III. WELLNESS GOALS

#### A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b) part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will offer all students age appropriate, healthy selections of foods and beverages. This includes those sold individually outside the reimbursable school meal programs. Examples are a la carte/ or snack lines, vending machines, fundraising events, concession stands, and student stores.

#### B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teacher will provide short physical activity breaks between lessons or classes, as appropriate.
4. Schools will work toward scheduling recess before lunch.

#### C. Communications with Parents

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

#### IV. STANDARDS AND NUTRITION GUIDELINES

##### A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. ~~Food-service~~ **Nutrition services** personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. ~~Food-service~~ **Nutrition services** personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. ~~Food-service~~ **Nutrition services** personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. ~~Food-service~~ **Nutrition services** personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. ~~Food-service~~ **Nutrition services** personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School ~~Food Service~~ **Nutrition Services** Program/Personnel

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

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods,"

Competitive foods include items sold a la carte in the cafeteria, from vending machines, schools stores, and for in- school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (childcare) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a) A list of non-food ideas will be provided to parents and teachers. Birthday celebrations will be non-food celebration.
  - b) Daily Classroom snacks provided–by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
  - c) Parent delivery from fast food sources are discouraged.
2. Rewards and incentives. Schools will not use foods or beverages as rewards in the classroom for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Rewards and incentives schoolwide will be at the discretion of Administration.
4. Fundraising: The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion during the defined school day.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district’s wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The administration–of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

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

## **VI. POLICY IMPLEMENTATION AND MONITORING**

### **A. Implementation and Publication**

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

### **B. Annual Reporting**

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

### **C. Triennial Assessment**

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a) the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b) the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c) a description of the progress made in attaining the goals of the school's district's wellness policy.

2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

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

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

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

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
 Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
 County Health Departments  
 Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
 USDA Guidelines for Americans is available through the District Nutrition Services ~~Food Service~~ Director.

Adopted: July 18, 2006  
 Revised: July 26, 2007

Revised: October 25, 2011  
Revised: May 17, 2017  
Revised: June 20, 2017  
Revised: September 19, 2017  
Revised: January 7, 2020

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

**V. COMMUNICATION OF POLICY**

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

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

Adopted: June 20, 2017  
Revised: August 15, 2017  
Reviewed: January 7, 2020

**PRINCETON PUBLIC SCHOOLS  
POLICY 551 - MEMORIAL**

**I. PURPOSE**

Princeton Public Schools recognizes that the loss of a student or staff member deeply impacts students, staff and families. The purpose of this policy is to ensure that the district support staff, students and families impacted from a death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Princeton Public Schools will provide a process for memorial decision-making, as well as Board-approved policies regarding memorial activities. This policy also recognizes that memorials after suicide may glamorize death and communicate suicide as an appropriate or desired response to stress; therefore, careful and deliberate consideration was given in determining approved memorial activities. This policy will be reviewed on an annual basis by district and building administration to ensure it continues to further the stated purpose.

**II. DEFINITIONS**

- A. Memorials: Objects or activities to remember an event or deceased person(s).
- B. Living Memorials: A non-tangible memorial intended to be sustained over time.
- C. Postvention Team (PVT): An appointed group of staff members who develop and execute district-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support.
- D. Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.
- E. Impact: The magnitude of the potential loss or seriousness of the crisis.

**III. GENERAL STATEMENT OF POLICY**

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities expressed at school need to be coordinated and approved through the Postvention Team (PVT), as well as building administration. The PVT will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that building administration should have a certain amount of discretion in these situations to make professional judgments--in consultation with the Superintendent and PVT--to best meet the overall needs of students, staff, parents and community as a whole.

#### IV. MEMORIAL POLICY

Living memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Memorials may not include the retirement, alteration, or discontinued use of school property. Other recommended memorial activities include:

- A. Yearbooks: A student who has died may be acknowledged in the yearbook their senior year of high school with parent/guardian input and/or approval. Information about the student will be included on a memorial page representing all students in the graduation year. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.
- B. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)
- C. Graduation Recognition: One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct

the audience in a moment of silence to collectively recognize deceased members of the graduating class.

- D. Moment of Silence Recognition: Upon request or permission of the deceased student's or staff member's family, a 'moment of silence' may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD 477 School Board meetings, co-curricular events in which the deceased participated, and community based events.

Existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

## V. PROHIBITED MEMORIAL ACTIVITIES

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community based agencies and promoted outside the school day.

The Superintendent, in consultation with the PVT, has the discretion to consider memorial events that utilize district facilities when the death of a student, staff member, or community member has a significant impact on a majority of students, staff and community.

Formal, school-wide recognition of anniversary dates will not occur. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring.

Adopted: September 5, 2017  
Revised: January 7, 2020

**PRINCETON PUBLIC SCHOOLS**  
**596 - STUDENTS WITH FOOD ALLERGIES/SPECIAL DIETARY NEEDS**

**I. PURPOSE**

Princeton Public School District 477 is dedicated to fostering the health, nutrition and well-being of students with food allergies by providing education and a supportive community. For anyone living with chronic health conditions requiring special dietary needs such as food allergies, the teaching and fostering of self-management skills is crucial to optimizing health and social normalcy. The purpose of this policy is to provide guidance to school district staff in these situations.

**II. GENERAL STATEMENT OF POLICY**

Since schools cannot guarantee a food safe environment, upon request the school district will take measure to minimize the risk of an exposure, as well as educate select employees and volunteers to respond appropriately to life-threatening reactions.

Princeton Public School District 477 will provide a “food allergy aware” environment for a student with a known food allergy, without banning the food product at school. Structural supports and protocols, which establish best practices for child with food allergies, will be followed. This includes instruction and education to improve personal food allergy management skills in the confines of a “food allergy aware” school. In addition, the school will develop an accommodation plan as warranted.

If a student has special dietary needs, the food service department will make dietary substitutions in accordance with applicable provisions of the USDA regulations, when supported by a written statement from a licensed physician.

**Cross-Reference:** Monticello School District Policy

Adopted: October 24, 2007  
Revised: November 13, 2012  
Reviewed: August 7, 2018  
Reviewed: January 7, 2020