



PRINCETON
ONLINE MN

1

K-8 Parent – Student Handbook

2026-27 School Year

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WELCOME



Dear Students and Families,

Welcome to Princeton Online MN (POM) for the current school year! We are thrilled to embark on this educational journey with you and are excited about the opportunities that lie ahead.

This handbook has been carefully crafted to serve as your guide to navigating our online learning environment. Whether new to online schooling or returning, we believe you will find valuable information here to help you thrive academically and socially.

At POM K-8, we are committed to providing a supportive and engaging virtual learning experience for all our students. Our dedicated team of educators is here to facilitate your academic growth, foster your curiosity, and ensure you have the resources you need to succeed.

Within this handbook, you will find essential information about our curriculum, policies, procedures, and expectations. It outlines the tools and platforms you will use for learning, communication guidelines, and tips for making the most of your online schooling experience.

We encourage you to familiarize yourselves with the contents of this handbook and keep it handy throughout the school year. Should you have any questions or require assistance at any time, please do not hesitate to reach out to our staff. We are here to support you every step of the way.

As we embark on this journey together, let us embrace the opportunities for growth and discovery that online education offers. Together, we can make this school year a rewarding and successful experience for everyone.

Once again, welcome to Princeton Online MN K-8 Program! We look forward to a fantastic year of learning and achievement.

Warm Regards,

Rebecca Fuller

Princeton Online MN K-12 Principal

TABLE OF CONTENTS

District Information	
School Board & Administration	3
School Building Addresses & Telephone Numbers	3
Princeton Online MN K-8 School Information	
POM Staff Contact Information	3
K-8 School Calendar	4
Enrollment Procedures	
Resident - Nonresident - Re-enrollment Process	5
Family Onboarding	5
Academic Procedures	
School Hours & Calendar - Academic Guidelines	6
Instructional Routines - Venture Training & Curriculum	7
Academic Planning Meeting-Homeroom-LIVE Session Expectations	7
Skyward - Scale Score - Academic Integrity - Academic Resources	8-9
Assessments	
Assessment and Evaluation - MCAs	9-10
Attendance Procedures	
Minimum Attendance - Reporting Absences	10
Truancy - Reenrollment Practice - Residency	10-11
Communication	
Guidelines for Effective Communication	12
Curriculum	
Venture Upward Learning Labs	12
Emergency & Weather Procedures	
Emergency Closings - Flexible Learning Days	13
General Information	
Activity Participation -Device Support Guidelines	13
Early Kindergarten - Fees- Field Trips – Photos	14
Responsible for Lost – Dress & Appearance -	14
Subscriptions - Transfer of Schools – Venture Rewards	15
Visitors Online - Visiting School Buildings	15-16
Health Services	16-17
Student Bully Prevention Program	17-18
Student Behavior Expectations	
Tiger Pride – Tiger Pride Expectations	18-20
Student Support Services	
MTSS Process - Intervention - Extension	20
Individual Education Program (IEP) & 504 Plans	21
Advanced Academics	22
District Policies	
Technology Use - Directory Info – Religion – Background Checks	23
Prohibition of Weapons - Harassment & Violence	23
Suspension, Exclusion, Expulsion	23
Student Use & Distribution of Controlled Substances	24
Middle School Activities	24-27

SCHOOL BOARD MEMBERS

For a list of current School Board Members, please visit the [Princeton District website](#).

ADMINISTRATION

Pat Devine	Superintendent of Schools
Michelle Czech	Director of Business Services
Jessica Town-Gunderson	Director of Teaching and Learning
Brian Julson	Director of Community Education
Lana Talberg	Director of Student Services
Deanna Cooley	Nutrition Services Director
Ryan Jensen	High School Principal
Sarah Marxhausen	Middle School Principal
Blake Karas	Intermediate School Principal
Shannon Bruskiwicz	Primary School Principal
Rebecca Fuller	Princeton Online MN K-12 Principal
Dawn Strande	POM K-8 Principal Secretary

Princeton Public Schools Building Addresses and Telephone Numbers

District Center

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

Primary School

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

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

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

807 8th Avenue South	763-389-4101
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Princeton Online MN K-12

807 8th Avenue South	763-389-6028
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[Princeton Online MN K-8 Staff Contact Information](#)

LIVE Course Schedule

POM K-8 2026-27 CALENDAR



2026-27 Calendar
Princeton Online MN K-8



- August 2026**
- 18-27 Academic Planning Meetings
 - 18-20 New Teacher Workshops
 - 17, 25, 26 Staff Development Days
 - 31 First Day of School & Start Modules
- September 2026**
- 7 Labor Day No School Staff & Students
 - 8 LVE Sessions Start this Week
- October 2026**
- 26-30 Review Week for End of Quarter 1
- November 2026**
- 23-24 No School for Students-Staff Development
 - 25-27 Thanksgiving Break
- December 2026**
- 21-31 Winter Break
No School for Students & Staff
- January 2027**
- 1 Winter Break
No School for Students & Staff
 - 18 Martin Luther King Jr. Day
No School for Students-Staff Development
 - 19-21 Review Week for End of Quarter 2
 - 21 Last Day of Semester 1
 - 22 No School for Students-Staff Grading
- February 2027**
- 15 President's Day No School for Students, Staff Development
 - 16-26 Parent/Teacher Conference Window
- March 2027**
- 22-25 Review Week for End of Quarter 3
 - 26-29 Spring Break
No School for Students & Staff
- April 2027**
- 1-2 Review Week
 - 16 No School for Students
Staff Development/Palooza
- May 2027**
- 17-25 Review Week for End of Qtr
Last Day of School & Semester 2
 - 26 Staff Development/Grading

July 2026						
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June 2027						
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27	28	29	30			

- Key**
- Holiday / School Closed
 - No School - Staff Development Day
 - Last Day of Semester
 - First and Last Day of School
 - Academic Planning Meeting
 - Conferences
 - Review Week for End of Quarter

ENROLLMENT PROCEDURES

Princeton Resident Enrollment: Email or written communication should go to the current school official where the child is attending, with the intended start date to Princeton Online MN. Most start dates will be 4-days following email notification.

- Records transfer will be completed by Princeton District office personnel within 24 hours during school hours, and the *Family Onboarding will start immediately.*
- Middle School students can dual enroll at Princeton Middle School to participate, in person, in Band and/or Choir if space is available.

Non-Resident Enrollment: Children must be enrolled in the Princeton School District with all paperwork requirements completed. Please complete and return the [Open Enrollment form](#). POM office to complete enrollment and establish start date within 24 hours during school hours. Most start dates will be 4-days following enrollment. *Family Onboarding will start immediately*

Re-Enrollment Practice after a Consecutive 15-day Drop: Our goal is academic success for your student and family. We are here to help with practices, routines, pacing timelines, and academic support to complete the required standards of learning. If the student is dropped because of 15 consecutive unexcused absences and you choose to re-enroll in our online school, *the following requirements will need to be met:*

1. Communication with the POM office at 763-389-6069/763-389-6029 to request re-enrollment.
2. Schedule a re-enrollment meeting as-soon-as-possible with the Principal, Teacher Coach, student, and parent(s).
3. The family will need to complete a [REENROLLMENT CONTRACT](#) at the reenrollment meeting.
4. After the above steps, *the student is to be reenrolled in our school.*

Family Onboarding: Up to 4-days

Day 1: “Welcome Email” sent from the Princeton Online MN office staff confirming completion of enrollment with start date. Most start dates will be 4-days following enrollment.

- Start Date: Students will attend the current school until their POM start date.

Day 2: Welcome Letter from the assigned Family Teacher Coach within 24 hours of enrollment, during school hours, with family actions. (If you do not receive this in your email, begin by checking your SPAM folder. If not found, please contact the POM office at 763-389-6028.)

Day 3-4:

1. Schedule an Academic Planning Meeting within the next 48 school hours, on the included calendar link
2. Complete “Parent Training”: Included link in email
3. Attend “Academic Planning Meeting” with Family Teacher Coach, parent, and child. **A case manager will join if the student has an IEP.** The meeting will be **approximately** 1-hour in length.
4. Must be completed before the start date
 - If out of district, then complete the [Open Enrollment Form](#)
 - Notify current school of upcoming POM Start Date (records request will be sent)
 - Completed enrollment requirements (immunizations, birth certificate, etc.)

ACADEMIC PROCEDURES

School Hours and Calendar

While the standard school day is from 8:00 a.m. to 3:00 p.m. Monday-Friday, online students complete work on a flexible schedule. **Teachers will communicate their availability individually.** The POM K-8 calendar is built on quarter-length courses with report card(s) at semester. **LIVE schedule is subject to change based on the school calendar.** Vacations should be requested in advance and students should complete all coursework before **or after, two weeks of the trip.**

Academic Guidelines

Academic Progress: As you establish the family academic progress routines take these recommendations into account.

- Spend an average of 60 minutes per day in each course.
- Submit assignments completed by students, meeting expectations and making progress to course completion. Students should complete 10-11% of the coursework each week for a quarter-length class.
- Revise assignments with feedback from the teacher.

Academic Instructional Routines: Establishing the academic instructional experience for your family is necessary. POM recommends the Academic Instructional Weekly Schedule to include these four critical areas. (Routine should start with 4 hours/day, 5 days/week)

- **Standards Learning:** clear, rigorous learning targets, focusing on mastery of specific skills while measuring and celebrating progress over time
 - Examples include but are not limited to:
 - LIVE Courses
 - Complete Modules, and portfolio submissions
 - Teacher created assignments and assessments
 - Reading and other curriculum
- **Deeper Dive Learning:** fosters higher-order thinking, mastery of core content, and ability to apply knowledge to new, complex, and real-world situations
 - Examples include but are not limited to:
 - Creative writing, research projects and presentations
 - STEAM learning, coding, and robotics
 - Discussions and real-world problem-solving
 - [Diving Deeper Resource Folder](#), and Beast Academy (Venture \$)
- **Supplemental Learning:** targeted resources and activities that complement the core curriculum, while designed to bridge achievement gaps, provide acceleration, and build essential skills
 - Examples include but are not limited to:
 - Educational learning platforms (IXL, Generation Genius, etc.)
 - Independent skill practice (IXL, Reading Eggs, Epic, etc.)
 - Vocabulary, math fluency, and enrichment activities (IXL, etc.)

- **Active Learning:** construct knowledge, skills, and understanding through self-directed, hands-on experiences
 - Examples include but are not limited to:
 - Field trips, cultural exchange, and travel experiences
 - Science experiments, creative activities, outdoor, and nature learning
 - Venture School, Co-op, community events, and volunteering

Venture Upward (VU) Curriculum Handbook Training: Supporting the family is the heart of our program. Understanding the curriculum is the best way to support the success of your student, along with additional support meetings throughout the school year. Parent training will be available and the dates will be sent before school starts.

- **VU BaseCamp:** Students and parents/guardians may email teachers, Skyward link for grades, and order Venture Reward by logging into BaseCamp. Questions about student progress should be directed to the family Teacher Coach.
- **VU Learning Labs Curriculum:** Student assigned curriculum is available through the Teacher Coach link in Clever. Username: firstnamelastnameVU Password: **Venture26**

Academic Planning Meeting (APM): A 1:1 meeting will be completed during the first 4-days of enrollment with the assigned family Teacher Coach. Students in 6-8 will **have an assigned Teacher Coach and** have **scheduled** teachers by academic areas. During the Academic Planning Meeting, K-5 students are requested to participate in a meet and greet time, while 6-8 grade students are requested to participate in the full meeting. **If a student has an active IEP plan, the case manager must also participate.** Curriculum **access will** start on **the day of the APM meeting.**

Teacher Coach Family Partnering Responsibilities

- Training the family on how POM works, logins, curriculum access, course enrollments, and examples of learning routines
- Monitor progress by grading module(K-5)/course (6-8) assignments and developing a plan to stay on pace
- Taking attendance by tracking student engagement
- Problem-solve and troubleshoot challenges along the way
- Support student growth with screeners, academic advancement, and resources

Homeroom Team: Each family is assigned to a Homeroom Team led by a dedicated Teacher Coach, who serves as the family's primary point of contact. The Teacher Coach partners with families to monitor progress, report card information, track engagement, grade all module assignments (K-5, 6-8 course-specific), and support student growth. The Homeroom Team ensures each student is known, supported, and guided throughout the school year.

Note Middle School Course Specific Grading Teachers for 6-8:

English & PE: Anna Mann Social Studies & Fine Arts: Derek Tano
Math & Science: Katie Finley

LIVE Classes: Live courses will be available for students to participate in to show proficiency, deeper learning activities, and engagement with other students. Courses will be available for each grade based on need and enrollment.

- LIVE Core and Enrichment Courses will be available for students to attend.
- Chrome and Princeton school Gmail accounts **must** be used during POM LIVE sessions.
- A classroom management software may be used by POM teachers called “Securly Classroom” that allows teachers to see the computer screens of children, so help and support are accessible.

LIVE Classes Learning Environment Ready: When your child participates in the LIVE classes please remember that the computer speaker is picking up ALL noise in the child's sitting area. Noise can be very distracting to all the children participating in the LIVE class and affects the ability for all children to hear the lesson that is being taught.

Please check if the child’s sitting area is LIVE Learning Ready. LIVE Learning Environment Ready includes the following:

- Camera on
- Join from a SAFE location
- No other household members speaking on an open speaker with no sudden loud noises
- Low voice level needed for household members

To assist with Tiger Pride and keeping all students safe, the following items are not allowed during LIVE class time or Meetings:

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

Skyward: Skyward will have grades and a report card posted two times per year, after January 23rd and May 29th.

[Scale Scoring Guide:](#)

Score	Descriptor	Definition	Student Understanding
E	Exceeds Standard	Extends learning beyond grade level	Applies learning independently and deeply
M	Meets Standard	At grade-level proficiency	Demonstrates grade-level proficiency
P	Approaching Standard	Partial understanding	Partial understanding; needs support
B	Beginning Standard	Limited understanding	Limited understanding; significant support needed
N	No Demonstration of Standard	No evidence yet	Standard not yet understood

Academic Integrity

At Princeton Online MN, students are expected to adhere to the highest code of academic conduct. Not only at POM but also in college and work environments, students will be expected to respect and obey guidelines of honesty and integrity. Therefore, we require that all students understand and obey the following rules.

Academic Integrity is being honest when conducting business or completing assignments at school or online. A student has violated the code of academic integrity when he/she plagiarizes, forges a document or parent note, falsely records data from a science experiment, cheats or helps a classmate to cheat, submits work that he/she did not do, submits work that was taken from a website, or submits work that has already been turned in for a grade in another class.

Plagiarism is using another person's words or ideas without properly citing the source. It can be either intentional or unintentional.

POM student protocol is . . . I will: Think for myself 🧠 Write in my own words ✍️
Give credit when I use information 📖 Use tools responsibly ⚖️

Academic Resources

[Writing Submission Guidelines](#)

[Accessibility Tools for Students & Teachers](#)

ASSESSMENTS

Foundational Skills Screeners

We screen reading and math proficiency and growth throughout the school year. Students will take reading fluency measures as well as overall reading and math screeners three times during the school year. These screeners are Fastbridge (K-2) and STAR (3rd-8th). Both are adaptive achievement tests. These will be assessed virtually. [Foundational Skills Screener Letter](#)

- The MN Department of Education, per “The READ Act,” requires all schools to have mandatory screening three times per year. Parents of k-3 can not opt out of screeners and will be invited, up to three times, for a scheduled time slot each screener session. Parents of 4-8 could opt out and will be invited, up to three times, for a scheduled time slot each screener session.

Minnesota Comprehensive Assessments

What are the Minnesota Comprehensive Assessments (MCAs)?

The MCAs (Minnesota Comprehensive Assessments) are given to 3rd-8th grade students in reading and math and 5th/8th grade students in science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). We highly recommend your students participate in the MCA testing.

MCAs or state standardized testing will be scheduled in-person at a school district or set location within 30 miles of the students' resident address. It is highly recommended that your student participate in the testing.

Some ways to help students:

- Be sure students get a good night's sleep and a nutritious breakfast before test-taking.

- Encourage students to answer all the questions that they are sure of and to put a small mark on those that give them trouble. The test is not timed, so they can go back to the questions they marked.
- Read to and with your child at least 20 minutes per day.
- Encourage students to use math every day. Some math activities they can do include: creating a grocery budget, explaining charts and graphs from newspaper and magazine articles, dividing food portions, using rulers to measure objects, measuring a recipe, adding prices on a shopping trip, etc.

If you do not want your child to participate in MCA testing, ***you must fill out the [Statewide Testing Parent Opt-out Form](#)***.

ATTENDANCE PROCEDURE

It has been proven that good school attendance contributes to success later in life. We at Princeton Online MN want to see your child progress successfully in school.

Minimum Attendance

Attendance is monitored weekly and based on work completion. Minimum attendance is verified weekly through consistent academic progress with evidence-based interaction by logging into the system, system activity, and assignment submission. ONE WEEK IS 5 CONSECUTIVE DAYS OF ABSENCE. Absences will be recorded in Skyward for the previous week.

Reporting Absences

An absence **must** be reported to be considered “excused.” Report an absence either by calling the POM office at 763-389-6028 or submitting the online form as soon as possible.

<https://princetononline.isd477.org/student-life/absence>. If the absence is not reported, it will be considered “unexcused” until a verbal or written notification has been provided to the school. This will be accepted **within two weeks** of the occurrence.

What absences are considered excused?

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

What absences are considered unexcused?

No phone call, no verbal or written communication with the office explaining the absence, too busy at home, did not understand assignments, or unable to log in or technology was not working

Truancy and/or Educational Neglect

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

If the student is under the age of 12, truancy is referred to as **educational neglect and defined as the failure by a person responsible for a child’s care to take steps to ensure that a child is educated under state law. Parents/guardians are responsible for children under 12 years old to attend school.** This definition allows social services to intervene based on **educational neglect**.

What happens when attendance becomes a problem?

If there is NO WEEKLY assignment submission received by Sunday at 11:59 pm AND no communication has been received at the POM office, the following practice will begin:

1-week of consecutive unexcused absence: Email a 5-day warning of truant/educational neglect absences with the first step of notification to the county of residence

2-weeks of consecutive unexcused absence: Email 10-day warning of truant/educational neglect absences, with a second step of notification to the county of residence

3-weeks of consecutive unexcused absence: Email a 15-day drop of the student with educational neglect notification to the county of residence. After 15 CONSECUTIVE UNEXCUSED ABSENCES, STUDENTS MUST LEGALLY BE DROPPED FROM OUR SCHOOL. Any or all items purchased during the current year, through Venture Rewards, must be returned.

15-day non-consecutive unexcused absence: Notification to parent that the school is filing a report of educational neglect with the county of residence.

Our goal is the school success for your child and family. We are here to help with practices, routines, pacing timelines, and academic support to complete the required standards of learning. If you choose to re-enroll in our online school, the following practice is required.

Reenrollment Practice:

1. Communication with the POM office at 763-389-6069/763-389-6029 to request re-enrollment.
2. Schedule a re-enrollment meeting as soon as possible with the Principal, Teacher Coach, student, and parent(s).
3. Family to complete a [REENROLLMENT CONTRACT](#) at the reenrollment meeting
4. After the above steps, student to will be reenrolled in our school

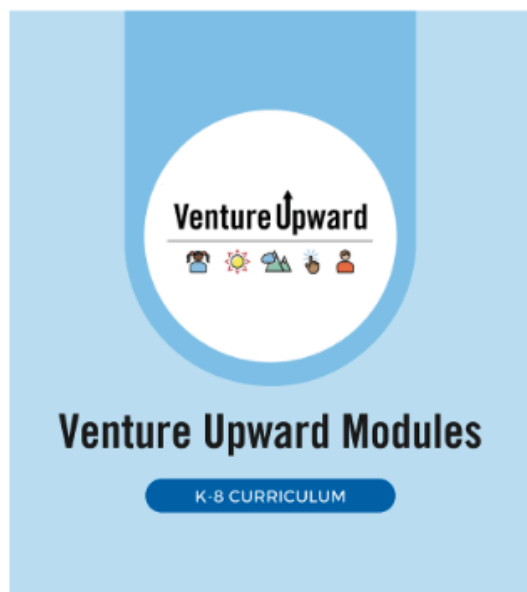
Residency

Students who live with parents in Minnesota are considered residents for purposes of generating state aid (SAC 15). Students on extended family trips (for example, students traveling outside Minnesota beyond 15 calendar school days) are considered non-Minnesota residents while they are outside Minnesota and are ineligible to generate Minnesota state aid (MARRS Manual, Appendix K, p. 350).

The guiding document used by School Finance to determine residency is a 1985 Attorney General Opinion. According to that opinion, the Minnesota Supreme Court held that in the context of section 120A.20 (formerly 120.06), the term “residency” does not require an intent to remain indefinitely, and is to be distinguished from the more restrictive term “domicile”. In the context of education, residency is based upon the physical presence and a “determination of the source and location of the child’s care and financial support.” In other words, when a child is within a district for the purpose of receiving “personal care, attention, supervision, and nurture, such as is usually provided in a home, such child is a resident of the district.”

When students are not physically present in Minnesota and are receiving all “personal care, supervision and nurture” from their parent/legal guardian outside of Minnesota, the students are no longer considered residents of Minnesota and are not eligible to generate state aid. [MDE OLL MN Residency](#)

COMMUNICATION



Cost
(to be deducted from Venture Reward)

FREE

Subjects Offered

Language Arts, Math, Science, Social Studies

Grade Levels Available

Kindergarten - 8th grade

K-8th Grade Curriculum

Description: Complete hands-on curriculum created by our Venture Upward teachers. Modules are teacher-led and directed, project-based, and lots of fun. Kindergarten through 4th grade has all directions and lessons read aloud to the student to ensure even our non-fluent readers succeed.

Three ways to use modules:

1. Open and go as a complete online curriculum from start to finish.
2. Portfolio option where families can use their curriculum and submit work to show competency in specific standards covered.
3. Assessment option where families will use their curriculum, skip all of the instruction, and do only the assessments included in the Venture modules to show standard competency.

EMERGENCY & WEATHER PROCEDURES

Crisis Response Protocol

Princeton Online MN has a crisis response for staff to follow on an online platform. [Crisis Response Protocol](#).

Emergency Closings

In the event of an emergency school closing or bad weather, an announcement will be made using the Skyward instant alert system. Immediately, phone calls and emails will be sent out to parent phone numbers and e-mail addresses in our database. The school district website will show the announcement as well. Online education will continue scheduled routines.

Flexible Learning Days

If school is closed due to bad weather, Princeton Public Schools will participate in a Flexible Learning Day. Online education will continue scheduled routines.

GENERAL INFORMATION

Activity Participation

POM K-8 students are not permitted to participate in any on site building activities. Students are required to complete a “Guest Form” if allowed at the activity. POM Middle School students can opt to participate in extracurricular activities but must follow the Minnesota State High School League Rules. POM K-8 students can participate in any event that the community is allowed to participate in such as a football or basketball game.

Device Support Guidelines

- **Device Ownership:** Princeton Public Schools does not provide physical devices (laptops, tablets, or hotspots) for Venture students. Families are responsible for providing a compatible device through their own means or through Venture Reward. Any materials purchased using Venture Reward funding remain the property of Venture Upward until the student has completed the entire school year in the program. Upon completion of the school year, all materials become the personal property of the student. If your family chooses to withdraw from the program for any reason before the end of the current school year, all items purchased with Venture Reward funds must be returned.
- **Account Support:** The district technology team provides support for account-level issues (password resets, email access, and Venture login trouble).
- **Hardware Support:** Because devices are privately owned, district technicians cannot perform physical repairs or troubleshooting on personal laptops or tablets.
- **Primary Contacts:**
 - *For Curriculum Login issues:* Contact the POM Teacher coach.
 - *For Hardware/Device issues:* Contact the POM Teacher coach.
 - *For inactive links, errors, or glitches with the curriculum:* Fill out the [Adventure Learning Labs Feedback Form](#)

See additional information as needed, [POM K-8 \(Venture\) Device Use & Support Guidelines](#)

Early Entrance Into Kindergarten

The Princeton District allows families to request early entrance into kindergarten. District staff will review the student application and recommend enrollment to families. Please visit [this link](#) for information about Early Entrance into Kindergarten. Applications are due March 1. Decisions are communicated back to families by May 15.

Fees

The Princeton Online MN school reserves the right to assess fees for items such as but not limited to damaged property (i.e. school property), textbooks, technology devices, library books, etc. Payments can be made online through RevTrack with a 6-digit Student ID number.

Field Trips

Venture School Days or field trips are not sponsored through Princeton Online MN or Princeton Public Schools.

Photos in School/District Publications

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

Responsibility for Lost or Damaged Supplies or Equipment

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

Student Dress & Appearance

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate in an online environment. Dress and/or grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The Princeton Online MN aligns with and follows Policy 504.

- **Unacceptable clothing and accessories include but are not limited to:**

- See-through clothing, halters, tube tops, short shorts/skirts or exposed midriff.
- Exposed underwear/undergarments.
- Any items that are offensive or inappropriate.
- Pants or shorts worn below the hips.
- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations, profanity, or derogatory to a protected minority group or is a historical symbol of intolerance or hate.

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

Subscriptions from Venture Upward: All purchased resources (Beast Academy, Imagine Learning, CTC math etc) will have access through June 30th. Complimentary resources (Reading Eggs, Mathseeds, IXL, Study.com, etc) will end at the end of school year unless the family requests use through June 30th.

Transfer of Schools

Please inform the school office at 763-389-6028, if you plan to leave our program. Families must complete a POM Withdrawal form sent from your Teacher Coach. If departure is before the end of year, any or all items purchased through Venture Rewards must be returned. Unenrollment is completed with a records request from the next enrolling school or program..

Venture Reward

The Venture Reward program was implemented to promote equity in education. We strive to ensure that every student is equipped with the tools to be successful with the provided curriculum we provide through Princeton School District. This program provides funding for families to purchase a laptop, tablet, or additional learning materials meant to enrich their student's school year.

Every student who enrolls in the Princeton Online MN K-8 Program will receive a \$1,000 Venture Reward (\$500 each semester). This is prorated for midyear enrollment. Once the enrollment period ends (October 1st) the Venture reward will be reduced by \$100 a month.

- **Venture Reward ordering is not processed through Princeton Public Schools.**
- **Orders are placed within the Basecamp Family Portal.**
- **Log in and select “MN Resource Order Form.”**

Order totals will update with each selection so you can track your available Venture Reward funding. If necessary, modify your selections to stay within the semester allotment. Please be aware of and include tax and shipping costs! Upon receipt, your order will be reviewed, and your POM teacher or an ordering team member will contact you via email if there are any questions or concerns. Once approved, you can expect to receive access to your online curriculum within 48 hours Monday-Friday. Please give items up to two full weeks to arrive before reaching out to your teacher or the ordering team for an update. Please notify us if you haven't received your order within that time frame.

The Venture Upward ordering team, district teachers, and POM's administration reserve the right to deny an order if the item(s) do not meet the criteria. Any resources provided to families enrolled in the program are the property of the district and must be returned if you decide to leave the program before the end of the school year. Please note: religiously-based curriculum or materials may not be purchased with your Venture Reward, including Abeka, Apologia, Sonlight, and others.

****Please note that you may not place an order if you do not have all of your student's enrollment paperwork submitted to POM or if your student is not caught up with their module work.**

Visitors Online

Students are not permitted to bring other students to a LIVE Session as visitors unless the school principal grants special permission.

Visiting School Buildings in our District

We value our family and community members, and we welcome involvement in school through our formal volunteer program, as we are one team! Your driver's license is needed to receive a badge. Wear the badge on the outside of your clothing and check out with the office when you leave. If the badge is not visible, staff will approach to assist with this procedure by bringing those without badges to the front office.

HEALTH SERVICES

The Health Services team welcomes any communication or questions related to student health. Please visit our webpage at <https://www.isd477.org/departments/health-services>, for our department newsletter, and additional information regarding our policies, immunizations/exemptions, illnesses, and downloadable forms.

The Health Office can obtain student information through Skyward Family Access and relies on its accuracy to promote the health and safety of your child. **All emergency contact and medical information must be entered through the Skyward Family Access Portal.** Please visit the main Princeton website, *navigate to “Family Logins” and then “Skyward Toolkit”*. From there you will be able to enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

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

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

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

This may include the following:

- Medication Authorization Form
- Doctors Order
- Health Plans or Action Plans (Allergy, Asthma, Seizure, Diabetic etc)
- Data Release Form

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

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

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

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

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

SUICIDE PREVENTION INFORMATION: Information and services are available as needed. **Call, text, or online chat 988** to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on [this website](#).

Educational Benefits Application

New Forms must be filled out each year. Electronic versions of the forms are located on the Parent Skyward portal on the Food Services tab. See instructions on the district website under "Logins". Parents are encouraged to complete and submit the form to assess eligibility. The form must be completed to receive discounted activity fees. If a financial situation changes during the school year, forms can be filled out at any time.

STUDENT BULLY PREVENTION PROGRAM

Bullying Prohibition The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” [Policy 514](#).

Stop-Walk-Talk

Princeton Online MN K-5 will be using the Princeton Primary School Bully Prevention Program called “**Stop-Walk-Talk**.” Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is behavior that is disrespectful and can even be unsafe.

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

1. “Stop Signal	2. “Walk” Away or Ignore	3. “Talk”
<p>Use a “Stop” signal if they are being bullied or if they see someone else being bullied. Look directly at the other student, put a hand up, and use a firm voice to say, “Stop”. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following the school rules. Students are told that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.</p>	<p>What if a student gives another student the stop signal, but the problem behavior continues? Students should “Walk” Away. When it is not possible to walk away, such as while riding the bus, students are taught to “Ignore” the student by looking the other way and not responding any further, either verbally or nonverbally (through gestures).</p>	<p>Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can “Talk” to an adult. All staff have been trained to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the students if they used the “stop” signal and tried walking away. Students will be either praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. He or she will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop the action, take a deep breath, count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.</p>

One important exception to the “Stop-Walk-Talk” sequence is when a student is in danger. In this case, students should immediately tell an adult.

By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have the tools to deal with problem behaviors, help other children, and keep their focus on learning during their school day. Parents and guardians are encouraged to apply this prevention program in the home classroom.

Student Behavior Expectations

Tiger Pride

The POM K-8 has adopted the Positive Behavior Intervention and Support (PBIS) framework known as “**Tiger Pride.**” The foundation of Tiger Pride is relationships with students and one another while teaching expected behaviors within the school system. These expectations are referenced throughout the school year. Discipline and natural consequences are learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of Tiger Pride is to develop an understanding of appropriate and expected behaviors. As a result, students are in a positive and productive learning environment, enabling students to strive for excellence.

Tiger Pride expectations are: 1) Respect Myself 2) Respect Others 3) Respect Property 4) Respect Community.

Tiger Pride Expectations

	LIVE Classroom Meetings	Home Classroom	Internet Safety	Community Events
Respect Myself	<ul style="list-style-type: none"> * Be prepared to listen and learn *Try my Best *Say kind things to myself * Keep facing forward and keep up with the group 	<ul style="list-style-type: none"> * Be prepared to learn *Say kind things to myself *Try my Best *Ask clarifying questions * Be proud of my best work 	<ul style="list-style-type: none"> *Never post pictures * Never share private information * Listen and follow directions *Pause & Think moments 	<ul style="list-style-type: none"> * Move slowly and calmly * Focus on my own needs *Have safe shoes * Meet someone new

Respect Others	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Listen, share, and take turns * Raise my hand and listen to others * Be on time or early 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Keep hands & feet to myself * Allow others to work 	<ul style="list-style-type: none"> * Use kind and polite words * Understand how others feel * Give credit to the author 	<ul style="list-style-type: none"> *Speak kindly and voice level 0-2 * Watch out for others *Ask parent/teacher for permission to leave *Say "Please" & "Thank you"
Respect Property	<ul style="list-style-type: none"> * Use equipment properly *Stay in the camera area *Appreciate others' work with eyes and words 	<ul style="list-style-type: none"> * Keep my hands by my side * Keep the room clean and organized * Put materials away 	<ul style="list-style-type: none"> * Use materials properly * Unplug the screens *Use strong passwords 	<ul style="list-style-type: none"> * Keep hands & feet to myself * Follow directions * Play fair
Respect Community	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices *Be in a quiet environment 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Ask, "is it true?" * Go to safe sites * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior *Be respectful on field trips * Encourage others to make good choices

To assist with Tiger Pride and keeping all students safe, the following items are not allowed during LIVE class time or Meetings:

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

Consequences

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" [Policy 506](#)

At Princeton Online MN, we use a variety of consequences that are logical for the situation. We have developed a developmentally appropriate progression of supports & consequences depending on the severity and frequency of behavior(s) demonstrated by student(s). In all situations, we re-teach the

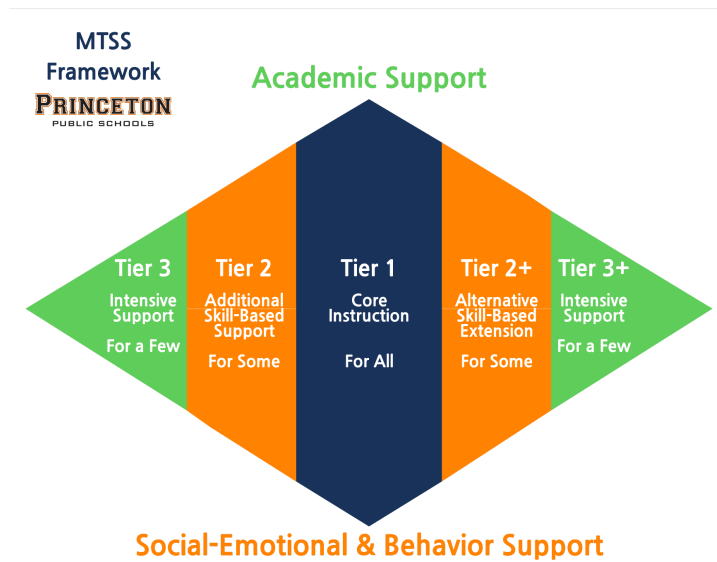
expected behavior(s) and review tenets of Tiger Pride. Princeton Online MN follows all district policies involving student conduct.

Depending on the situation and the number of incidents, one or more of the following may apply:

- Conference/Process with Student
- Warning
- Parent Contact
- Classroom Adjustments (ex-seating chart, choices, re-do missed work, etc)
- Restitution
- Apology
- Loss of Privilege
- Referral to Police Liaison Officer
- Other

Behavior that is severely inappropriate and/or dangerous to the student or others will result in the student’s removal and an immediate virtual parent conference will be scheduled. Any parent who questions a consequence given to their child is welcome to call or visit with the child’s teacher and/or the principal.

STUDENT SUPPORT SYSTEMS



MTSS Process

The Multi-Tiered Systems of Support (MTSS) is a service delivery model that uses systematic assessment and decision-making to improve educational, social and emotional behavioral outcomes for all students. We provide interventions and extension opportunities for students on an as-needed basis, striving to support all students with academic and social-emotional learning,

Tiers of Support

Tier 1 (Core or Universal Instruction, for All Students) – Tier 1 refers to general academic and behavior instruction and support that is designed and differentiated for all students, guided by our [Princeton Paradigm](#). Most concerns with school performance can be addressed at this level.

Tier 2 (Additional Skill-Based Practice, for Some Students) – Tier 2 contains individual or small group strategic instruction, interventions, or supplemental support given to some students.

POM Interventions: Eight-week sessions offer small group support for students who are not meeting grade-level standards or struggling with grade-level concepts. Led by a teacher, these sessions provide targeted instruction in a collaborative environment where students can engage with both the teacher and their peers. The focus is on closing learning gaps, reinforcing key skills, and building student confidence.

Tier 2+ (Alternative Skill-Based Extension, for Some Students): Tier 2+ services are well-planned next steps for students, who have already shown mastery of a skill, to continue learning. *These can be found integrated into coursework or provided through an additional resource.

Tier 3 (Intensive Intervention and Support, For a Few Students): Tier 3 is the most intense instruction/intervention level, which is based on individual student needs. Interventions are characterized by increased time, narrowed focus, and reduced group size.

Tier 3+ (Intensive Intervention and Support, For a Few Students): Tier 3+ is also the most intense instruction/intervention level, in that it means students have an individualized plan for their education. Exceptionally advanced students need a unique learning environment in order to grow. This level is characterized by intense acceleration, specialized classes, and reduced group size..

Individualized Education Programs (IEPs) & 504 Plans

POM is dedicated to serving all students well, including those with unique learning challenges and needs. Upon qualifying for an individual student plan, Princeton Public Schools will meet all the state requirements issued for the plans developed by the members of the student team.

Advanced Academics

Princeton Advanced Academics provides educational options to meet the needs of advanced students so they can develop their talents, become leaders in their future academic and professional pursuits, and succeed in an ever-changing world. This program provides resources for students who need instruction beyond current grade level standards. Services are anchored in a specific content area - either math or language arts.

Guiding Principles:

- A Systemized Approach to Gifted Education.
- Consistent, Effective, & Sustainable Programming.
- Services Organized with a Specific Student Experience in Mind.

Guiding Question: Which students have needs (at this time; in this subject area) not being met by the current academic choice?

Guiding Framework:

- What are the academic needs of our advanced learners? What needs are not being met as part of the general curriculum of our district, as it currently exists?
- What advanced academic opportunities are currently being provided? What additional services are needed?
- Which students will participate? Which students have a need for and would succeed in the various program services?
- How will we know if the program was successful?

Identification

Programming varies based on student needs. We do yearly screeners - in the fall, winter and spring - to determine which students have needs in each subject area that are not being met by the current environment. This screener process starts with Fastbridge (K-2) and STAR (3rd-8th) adaptive achievement tests. It may also include the CogAT-7 ability test.

When a need is identified options may include class extensions using specific materials written for advanced readers and writers or mathematicians, district approved replacement curriculum, or subject/grade acceleration. **A request from the assigned Teacher Coach is required for programming referral.**

DISTRICT-WIDE POLICIES AND PROCEDURES

Princeton Public School policies may be viewed on the district's website:

www.isd477.org

TECHNOLOGY USE

[Instructional Technology Website](#)

Responsible Use Agreement Link/Wording

The Responsible Use Agreement is signed by all families to cover student use of district technologies including; but not limited to wifi, iPads, Chromebooks, and hotspots. The expectations below are the responsibility of all Princeton Public School students using district technologies. These expectations will be taught at the beginning of the school year to all students and are content appropriate to the age and grade level of the students. Expectations will be reviewed regularly and individually as needed.

[The Responsible Use Agreement](#) is available on our website and will be signed during yearly registration on Skyward. Families will sign the agreement only one time for all students in the district.

[POM K-8 Device Use & Support Guidelines](#) will give you specific information for the Princeton Online K-8 program.

Skyward = school + home, classroom + home



Skyward Family Access provides access to each student's academic profile. Within Skyward, families can register students for the school year, access attendance records, add funds to food service accounts, and view grades and report cards.

Skylert = district + home & school + home

ISD 477 Skylerts

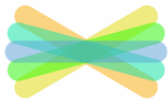


Important District & School Updates
delivered
by text, email and voicemail

Skylert is our mass communication system for emergencies, weather-related delays/cancellations, and any other important district messaging. You can adjust your Skylert settings in Skyward.

In-person Service and Protection Plan Options

All K-12 students will use a 1:1 digital learning device for the K-12 school year. Every family must choose a protection plan option when completing Skyward registration. More information and projected costs for choosing a district plan, personal insurance option, or no insurance (personal liability) are available at this [link](#).



Seesaw = classroom + home

Seesaw is used for in-person PreK-5th grade for teachers to post student classwork, activities, and family announcements. Families can access student work, school and classroom announcements that have been shared through the Family App. The app is available on all mobile devices and the web.

CRIMINAL HISTORY BACKGROUND CHECKS

[School District Policy #404](#)

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

HARASSMENT AND VIOLENCE PROHIBITION

[School District Policy #413](#)

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

PROHIBITION OF WEAPONS

[School District Policy #501](#)

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

PROHIBITION AND PRIVACY OF PUPIL RECORDS

[School District Policy #515](#)

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

RELIGION

Reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

[School District Policy #609](#)

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

STUDENT ATTENDANCE

[School District Policy #503](#)

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

STUDENT DISCIPLINE

[School District Policy #506](#)

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

STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

[School District Policy #417](#)

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

MIDDLE SCHOOL ACTIVITIES

ACTIVITIES

Middle School Activities Philosophy

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

Middle School Activities Mission

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

Middle School Activities Goal

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

Middle School Activities Registration

All registration/payments for middle school activities will be done using [RevTrak](#).

Code Of Conduct

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

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility

[MSHSL Bylaw 206](#)

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

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

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

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

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

Chemical Eligibility

(MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect extracurricular participation and the development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

Rule: During the school year and all non-school year, regardless of quantity, a student shall not:

- 1) use, buy, sell, have in possession, or give away a beverage containing alcohol.
- 2) use, buy, sell, have in possession, or give away tobacco.
- 3) use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.) buy, sell, or give away any other controlled substance or drug paraphernalia.
- 4) use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, and/or other chemicals.

Penalty for Athletic Activities:

1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

2) Second Violation: After confirmation of a second violation, the student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

3) Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days of the season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical

dependency or treatment program. The student may be certified for reinstatement in MSHSL activities after a minimum of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- Penalties shall be cumulative beginning with and throughout the student's 7th and 8th grade years.
- A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule and is allowed to participate, but is then subsequently found guilty of the violation.

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences. Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited. There may be eligibility consequences as outlined in school district policy.

Academic Eligibility

Participating in extracurricular activities is a privilege not a right. Princeton Middle School follows District policies and MSHSL academic and behavior By-Laws. All 7th & 8th grade students participating in athletics, and 6th, 7th, 8th grade students participating in fine art activities are expected to be making adequate progress in all of their classes. Grade checks will take place as needed, and those students not making adequate progress will be placed on academic probation. During this time, students will be provided with a timeframe to improve their grades and ensure they are passing all of their classes. While on academic probation, students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the probation period, students remain academically ineligible, they will be placed on academic suspension and are unable to participate until they are deemed academically successful as approved through the Activities Office. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

Note: Individual Coaches/Advisors can raise the academic standard for their participants as long as the expectation is made clear to the participants at the beginning of the season.

Conduct at Extracurricular Events

The purposes of extracurricular events are entertainment, social interaction, and the development of school pride. Students who attend extra-curricular activities are expected to be respectful and follow school rules of conduct. Violators will be subject to removal from the activity and the school and will face disciplinary action in accordance with established school system policies and procedures.
