



**PRINCETON**

**STUDENT SERVICES**

**Princeton Student Services**  
**Area Learning Center & Onward**  
Student and Family Handbook  
2025-2026

# Mission

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

# Vision

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

## Continuous Improvement Plan Goals

### **Student Learning**

High student achievement.

### **Climate & Culture**

Optimal teaching and learning environment.

### **Multi-Tiered System of Supports**

Robust response programming to meet the needs of ALL students in a tiered system.

### **Operations**

Efficient and effective operations.



# Table of Contents

<b>Mission</b>	<b>2</b>
<b>Vision</b>	<b>2</b>
<b>Strategic Plan Goals</b>	<b>2</b>
<b>Welcome to the Princeton Area Learning Center (ALC)</b>	<b>7</b>
Staff Directory	8
Superintendent of Schools	8
School Board	8
Distance Learning Revisions	9
Flexible Learning Days	9
Emergency School Closing	9
Calendar	10
Student Enrollment Information and Process	10
Program Overview	11
Individual Student Program Design	12
Program Options	12
Seat Based Option	12
Independent Study Option	12
Work-Based Learning Option	12
Project-Based Learning Option	12
Online Coursework	12
<b>Academics</b>	<b>13</b>
Instructional Services	13
Transfer Credits	13
Graduation Requirements	13
Graduation Credits	13
Commencement (Graduation)	14
Early Graduation	14
State Testing	14
The required MCA tests are:	14
Career & College Readiness:	14
Civics Test:	14
Personal Learning Plan	15
Course Extensions	15
Incompletes	15
Make-up Work	15
Schedule Adjustments	15
Repeating Courses	15
Credit Recovery	16
Post-Secondary Enrollment Option (PSEO)	16
Special Education Services for Students	17
Special Education Records	17
<b>Grading</b>	<b>18</b>

Course Credits	18
Grading	18
Concern Conference	18
Intervention Days	18
Progress Report	19
Grade Calculation Guideline	19
Grading Scale	19
<b>Attendance</b>	<b>19</b>
Legal Statutes Related to Student Attendance	20
District Procedures Regarding Truancy	20
Leaving School	20
School Withdrawal Policy: Transferring	21
Formal Withdrawal	21
<b>Participation in Activities at Princeton High School</b>	<b>21</b>
<b>Princeton ALC Procedures</b>	<b>22</b>
Nondiscrimination Policy	22
District Provided Digital Learning Devices	22
Digital learning devices will be distributed to students only after a Tech & Device Use Agreement is reviewed and signed by the student and a parent/guardian.	22
Technology Awareness	22
<b>District Procedures and Policies for the Responsible Use of District Technology and 1:1 Student Devices</b>	<b>22</b>
Responsible Use and Digital Citizenship	22
Service and Protection Plans	22
Device Distribution	23
Forms Needed	23
Device Distribution	23
Device Collection	24
Transferring/Withdrawing Students	24
Student Expectations	24
Device Support and Repairs	25
Charging Devices	25
Device Maintenance	25
Personalizing Student Device	25
Sound	26
Printing	26
Personal Electronic Devices	26
Security Information	26
Student Photos	26
School Portraits	26
Senior Portraits	26
Fines	27
Meal Information	27
Student Lunch Menus	27
Breakfast Program	27
Food Service Procedure	27
Lunch Account Payments	28

Lunch Account Balances	28
Free or Reduced Lunches	28
Prices	28
Student Lunch Menus	28
Student Cold Lunches	28
Contacting a Student During the School Day	28
Visitors	28
Fire Drills	29
Tornado Warning and Drills	29
Lock Down Drills	29
Student Parking	29
Health Services	30
Health Office Contact Information	30
Contact Information	30
Use of Health Services	30
Illness, Injury and Emergency	30
Health Conditions	31
Medications	31
Immunizations	32
Screenings	32
Allergy Aware Schools	32
Wellness	32
Bus Expectations	32
School Bus and Bus Stop Expectations	33
Guidelines and Consequences for Not Following Bus/Bus Stop Expectations	33
<b>Student Responsibilities</b>	<b>34</b>
Academic Honesty	34
Definition of Plagiarism:	34
Academic dishonesty includes:	34
Student Expectations	35
Responses to Student Conduct	35
<b>Supplemental Section-Onward</b>	<b>37</b>
Program Overview	37
Individual Student Program Design	37
Schedule	37
Attendance	37
Course Credits	37
Grading	37
Concern Conference	37
Illness	38
Injuries	38
Electronic Devices	38
<b>Forms</b>	<b>39</b>
<b>District Policies</b>	<b>46</b>
Mandated Reporting by School Officials	46

Equal Educational Opportunity Policy #102	46
Criminal Background Check Policy #404	46
Harassment and Violence Prohibition Policy #413	47
Chemical Use and Abuse Policy #417	52
Drug Free Workplace / Drug Free School Policy #418	55
Tobacco-Free Environment Policy #419	57
School Weapons Policy #501	58
Search of Student Lockers, Desks, Personal Possessions and Student's Person Policy #502	60
Student Attendance #503	62
Student Discipline #506	65
Bullying Prohibition Policy #514	74
Protection and Privacy of Pupil Records Policy #515	79
Student Medication Policy #516	94
Responsible Use Policy #524	96
Hazing Prohibition Policy #526	99
Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches Policy #527	102
Immunizations Requirements Policy #530	103
Online Learning Options Policy #624	105
COVID-19 Face Covering Policy #808	107

# Welcome to the Princeton Area Learning Center (ALC)

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***Dear Students and Parents/Guardians,***

*Welcome to the Princeton Area Learning Center!*

*Our center offers supported learning opportunities through courses aligned with the Minnesota K-12 Academic Standards. To ensure grade progression and successful graduation, students are required to meet standards in the following core areas: Language Arts, Mathematics, Science, Social Studies, Fine Arts, and Health and Physical Education.*

*This handbook is intended to serve as a helpful reference for students and families. While it may not answer every question, it outlines key expectations, procedures, and guidelines that help support a positive and productive learning environment. If you have any questions or concerns, please don't hesitate to contact the staff at the Area Learning Center (ALC).*

*Princeton reserves the right to revise procedures when the administration determines changes are in the best interest of the school community. Any such updates will be communicated to students, parents, and staff in a timely and appropriate manner.*

*We look forward to working together to ensure a successful and rewarding school year.*

***Sincerely,***

*Lana Talberg*

*Director of Student Services*

## Staff Directory

To reach the Princeton Area Learning Center department, please email [student-services@isd477.org](mailto:student-services@isd477.org).

To reach the Special Education department please email [sped@isd477.org](mailto:sped@isd477.org).

Name	Title	Phone	Email
Lana Talberg	Director of Student Services	763-389-6191	lana.talberg@isd477.org
Jeff Beckers	Developmental Adapted Physical Education Teacher	763-389-6161	jeff.beckers@isd477.org
Roy Hanenburg	Teacher-Area Learning Center	763-389-6083	roy.hanenburg@isd477.org
Kim Hoskins	Special Education Secretary	763-389-7224	kim.hoskins@isd477.org
Terri Kerwin	Teacher-Area Learning Center	763-389-6180	terri.kerwin@isd477.org
Jenny Dammann	Teacher-Area Learning Center	763-389-6094	jeannette.dammann@isd477.org
Calvin Schmock	Cultural Liaison	763-389-7186	calvin.schmock@isd477.org
Jessica Lorenzen	Student Services Secretary	763-389-6719	jessica.lorenzen@isd477.org
Sarah Moffat	Guidance Counselor	7630389-6063	sarah.moffat@isd477.org
Abby Moe	Teacher-Onward Program	763-389-6003	abby.moe@isd477.org
Lori Sandin	Special Education Assessment Specialist	TBD	lori.sandin@isd477.org
Amy Smith	Speech/Language Pathologist	763-389-6062	amy.smith@isd477.org
Jennifer Stumpf	Administrative Special Education Coordinator	TBD	jstumpf@rrsec.org
Nicole Trevino	Special Education Coordinator	TBD	nicole.trevino@isd477.org
Nicole Wyganowski	District Nurse	763-389-6195	nicole.wyganowski@isd477.org

## Superintendent of Schools

Name	Title	Phone	Email
Patrick Devine	Superintendent	763-389-6184	patrick.devine@isd477.org



# School Board Members

Name	Title
Jennifer Super	School Board Director
Scott Bowman	School Board Director
Deb Ulm	School Board Chair
Dawn Bourdeaux	School Board Vice Chair
Melissa Lynch	School Board Clerk
Eric Minks	School Board Treasure
Eric Strandberg	School Board Acting Clerk

## Flexible Learning Days

**Flexible Learning day** means that school can be in session without students (and in some cases, staff) being physically present at the school. Virtual learning is used. Flexible learning days may be planned in advance or take place in the event of an unscheduled school closure. Flexible Learning days may be used instead of canceling school for a "snow day".

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

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

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

## Emergency School Closing

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

### Radio:

- WCCO 830 AM
- WQPM 1300 AM / KLCI 106.1 FM
- KBEK 95.5 FM
- KCLD 104.7 FM / KZPK 98.9 FM / KCML 99.9 FM
- WWJO 98.1 FM / WJON 1240 AM

### Television:

- WCCO-4
- KSTP-5 / KSTC-45
- KMSP / FOX-9
- KARE-11

### Websites:

[www.isd477.org](http://www.isd477.org)  
[www.wcco.com](http://www.wcco.com)  
[www.kare11.com](http://www.kare11.com)

## Calendar

This calendar follows the district calendar available on the [website](#)

September 2	ALC 1st day of School
	Senior Class Group Photo at PHS - 9:30 am
September 26	ALC Term 1 Ends
September 30	ALC/Onward Picture Day
October 13	ALC Parent/Teacher Conferences 2:30 pm-6:00 pm
October 17-18	No School - MEA
October 24	ALC Term 2 Ends
November 21	ALC Term 3/1st Trimester Ends
	Senior Yearbook Photo Submissions Due
November 24-25	No School - Staff Development
November 26-28	No School - Thanksgiving Break
December 23	ALC Term 4 Ends
December 24 - January 2	No School - Winter Break
January 19	No School - Martin Luther King Jr Day- Staff Development
January 30	ALC Term 5 Ends
February 6	No School - Staff Development
February 16	No School - Presidents Day
March 5	ALC Term 6 Ends/2nd Trimester Ends
March 6	No School - Staff Development
March 9	No School - Staff Development
April 2	ALC Term 7 Ends
April 3 - April 6	No School - Spring Break
May 1	ALC Term 8 Ends
May 21	Seniors Last Day
May 25	No School - Memorial Day
May 28	ALC Term 9/3rd Trimester Ends/Last Day of School
May 29	No School - Staff Development / HS Graduation at 7 pm

## Student Enrollment Information and Process

### Enrollment Process:

Students who are currently attending Princeton Public Schools should meet with their school counselor regarding options available through the Area Learning Center. Students who are not enrolled in Princeton Public Schools should complete the online enrollment found on the district website under **Enroll Now**. Specific questions about forms found within the online enrollment can be answered by calling 763-389-6719.

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

- Student Information (with copy of Birth Certificate)
- Parent/Guardian Information
- Emergency contact information
- Additional Enrollment/Placement Information Form
- Student Residency Questionnaire
- Student Language Survey
- Handbook Review Form
- Field Trip Permission Form
- School Bus Request Form
- Application for Educational Benefits

- 1:1 Technology & Device Agreement Online Form
- Student/Parent Online Expectations Form
- Pupil Immunization Form
- MDE Statewide Open Enrollment Options Form (*for students not living in the Princeton school district*)

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

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

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

## Program Overview

Students attending the Princeton Area Learning Center (ALC) are offered multiple program options. Students are able to earn credit through a seat-based schedule, independent study, work-based learning experiences, project-based learning including volunteer opportunities and personal development, or a hybrid of all options. Students may also enroll in online course work through Princeton Online Minnesota.

Students from any Minnesota school district can attend the Princeton Area Learning Center once a referral is completed and submitted by your high school guidance counselor.

According to the State of Minnesota Department of Education, eligible students meet any of the following criteria:

1. *performs substantially below the performance level for pupils of the same age in a locally determined achievement test;*
2. *is behind in satisfactorily completing coursework or obtaining credits for graduation;*
3. *is pregnant or is a parent;*
4. *has been assessed as chemically dependent;*
5. *has been excluded or expelled according to sections 121A.40 to 121A.56;*
6. *has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;*
7. *is a victim of physical or sexual abuse;*
8. *has experienced mental health problems;*
9. *has experienced homelessness sometime within six months before requesting a transfer to an eligible program;*
10. *speaks English as a second language or has limited English proficiency;*
11. *has withdrawn from school or has been chronically truant; or*
12. *is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated.*

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at the ALC is appropriate and what necessary changes would need to be made to ensure an appropriate educational program is provided in that setting.

## Individual Student Program Design

Once a student has been enrolled into the ALC, a transcript review will be completed. Students, their parents/guardians, and school staff will meet to create a Continual Learning Plan (CLP). The CLP will identify student strengths and needs. It will also establish goals for the student and how those goals will be monitored. A course of study will be created based on the goals established by the CLP. The team will determine the best program options for the student.

## Program Options

### Seat Based Option

A seat-based program is one in which students are scheduled to be at the ALC for a specified time period on a daily basis. All students under the age of 16 must be enrolled in a seat-based program. Seat based courses begin at 7:45am and conclude by 2:35 pm. Students will be able to earn six or more credits each trimester.

### Independent Study Option

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

The Independent Study Proposal form must be completed and approved by the Director of Student Services prior to the student beginning the course.

### Work-Based Learning Option

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

### Project-Based Learning Option

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

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

### Online Coursework

Students have the opportunity to take courses, core or elective, online through the ALC. Instructors will oversee the course and be available either in person or virtually for support. Students can complete coursework at school or offsite. Students who complete coursework at school will be provided an area to work. Any online courses not completed by the end of the Trimester will result in an "F" for the final grade.

## Academics

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### Instructional Services

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

## Transfer Credits

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

## Graduation Requirements

All students must take/pass tests as required by the State of Minnesota for purposes of graduation. In addition to successful completion of these requirements, students must earn the minimum credits, as listed below.

### Graduation Credits

**Credits and Graduation Requirements:** At the High School and ALC, students earn credits for classes. Students need to earn a passing grade in order to earn the credit. Students are required to earn 65 credits in order to be able to earn a diploma. At the ALC you will review your credit requirements with your guidance counselor during Personal Development. Don't hesitate to ask your counselor, any teacher or administrator questions you have about credit requirements.

#### Number of Credits Required for Graduation By Graduation Year

Class of 2021 & Beyond
Required Credits
9 English
7 Social Studies
9 Mathematics
7 Science
2 Physical Ed.
1 Health
1 College & Career
2 Arts*
<b><u>38 Required Credits</u></b>
<b><u>27 Elective Credits</u></b>
65 Total Credits

ISD 477 Policy 613 Graduation Requirements

<https://www.isd477.org/district/policies/600-education-programs/613>

## Commencement (Graduation)

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

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

Students wearing inappropriate attire that does not meet the general school dress code or does not meet the dress code expectations for graduation (included above) may not be allowed to participate in the graduation ceremony. Per [Policy](#)

[550](#), no other cords, stoles, or insignia, except those awarded and approved by administration, are permitted to be worn during the graduation ceremony.

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

## Early Graduation

The early graduate must understand that he or she:

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

## State Testing

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

### The required MCA tests are:

Grade 10: Reading and Science

Grade 11: Mathematics

### Career & College Readiness:

Grade 10: Pre-ACT

Grade 11: ACT with Writing

### Civics Test:

Legislation passed in 2016 requires students to correctly answer 30 out of 50 selected civics test questions. This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year or later. Students at Princeton ALC will meet this requirement in the required US History A course. The assessment or activity will be administered as part of the course and count toward the student's grade in the course. Preparation for the assessment or activity will be part of the course curriculum.

Students enrolled in the ALC will complete tests in their classroom on dates designated on the district testing calendar.

Refusal or opting out of testing: read the MDE Parent/Guardian Refusal for Student Participation in Statewide Assessments by clicking [here](#) or in the Forms section of this handbook.

## Personal Learning Plan

As part of the registration process, guidance staff will review the student's transcript and work with student/parents to set future college and career goals. Every student will develop a Personal Learning Plan (PLP) designed to meet their unique individual needs. Program staff will review the plans periodically with each student to make sure it is relevant to their changing needs as they progress through their program. Parents will review the PLP with school staff during a conference or upon request.

## Course Extensions

Course extension requests must be completed and received by the school 7 calendar days prior to the end of an academic term. Grades will be reported as Incomplete during the extension period. Course extensions will not exceed two (2) weeks.

## Incompletes

A mark of incomplete may be given to students who need additional time to complete coursework. An incomplete grade means that the student has not completed the work for that grading period. A deadline for submitting the required work will be established by the teacher, not to exceed two (2) weeks. If the incomplete work is not completed within two (2) weeks of the duration of the course, the incomplete final grade for the trimester course will reflect the grade earned after missing assignments are recorded as no credit. The two-week deadline may be extended in mitigating circumstances.

## Make-up Work

Students who are absent will not receive scores for any missed work if the absence is unexcused. Excused absences will not result in reduction in grades, but failure to make up and complete work will most likely affect grades. Most daily work, other than tests and labs, will be available in Schoology. Assignments and homework can be collected in the office after a student is absent three or more days. Teachers are responsible for providing assignments after the student or parent/guardian requests assignments from the office or directly from the teacher. Students are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. Students will be allowed two school days' make-up work time after returning from an excused absence unless an extension is provided by their teacher. Long-term assignments, labs, or tests may still be due the day of the student's return to school. Testing and labs may be extended at the discretion of the teacher. Students who are absent from school during the week and/or have missing assignments, will be expected to report to school on designated intervention days to receive instruction from their teachers and complete assignments missed due to the absence. Any missing work after the end of the week may still be turned in for up to half credit.

## Schedule Adjustments

A student's schedule is only changed when a different academic course is needed or a Personal Learning Plan (PLP) review indicates a needed change. If either situation occurs, the student must meet with the school counselor. The request to drop or add a class is reviewed on a case-by-case basis. Students wishing to withdraw from ALL of their classes must follow the procedures set forth in the withdrawal procedures.

## Repeating Courses

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

## Credit Recovery

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

ALC students may also take additional courses before or after school at the ALC building. Registration for these opportunities need to be done through the guidance counselor.

## Post-Secondary Enrollment Option (PSEO)

### What is the Post-Secondary Enrollment Options (PSEO) program?

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th and 12th grade students to earn college credit while still in high school. Courses are generally offered on the campus of the postsecondary institution; some courses are now offered online. The State of Minnesota and District 477 pays for tuition and books for PSEO classes. Students need to pay for equipment such as tools, laptops, or calculators. A PSEO student maintains reasonable access

to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus.

### **Who can enroll in PSEO?**

Most PSEO courses are only open to high school students during their 11th and 12th grade year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. You must be admitted by an eligible postsecondary institution. The postsecondary institution you want to attend may have special entrance requirements you must meet before you can take courses there.

Eligible 10th grade students may enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a "C" or higher grade in this first course, she/he is eligible to take additional CTE courses while in 10th grade. In order to be eligible, a 10th grade student must have met the proficiency level of "meets or exceeds" on the 8th grade MCA reading test. If the student did not take the MCA, another reading assessment accepted by the enrolling postsecondary institution can be substituted.

The Minnesota Department of Education has developed a new Policy entitled: "Minnesota Department of Education Alternative Eligibility Options Policy for 10th Grade Students with a Disability who Wish to Participate in Career and Technical Education Classes through the Postsecondary Enrollment Options Program." The Policy and written procedures are effective December 8, 2015. Access the policy, procedures, and the Modification Request Form.

### **Will I get college credit for PSEO courses?**

After you leave high school you will receive college credit at the institution. If you transfer to another college/university, that institution will determine if they will accept the credit you earned under PSEO.

### **I'm eligible. Should I participate in PSEO?**

- To be successful in PSEO, you need to be able to work without supervision and have self-discipline both academically and socially. Be sure you are ready for those responsibilities and that your parents are supportive of the expectations.
- It is your responsibility to provide your own transportation to PSEO classes. Be sure to make arrangements to get to class on time. Parking passes are paid for by the student. Funds are available to help pay transportation expenses for PSEO students whose families are at or below the poverty level, as determined by the federal government to participate in PSEO courses on college campuses. If you have any questions regarding the mileage reimbursement for low-income students, email [pupiltransportation.mde@state.mn.us](mailto:pupiltransportation.mde@state.mn.us)
- If you take part in this program, you will not be in your high school full-time. You might miss out on participating in some high school activities as a result of your enrollment in postsecondary courses, but you do have the option to participate. Students may find a combination of off-campus PSEO with on-campus AP/CIS (see above) classes makes the most sense.
- You are not eligible for state student financial aid when you participate in the PSEO Program.

### **How do I enroll in PSEO?**

Interested and eligible 11th and 12th grade students should talk with parents, their high school guidance counselor, and a representative of the postsecondary institution to determine if PSEO is the right fit. Do this as far in advance of your postsecondary enrollment as possible. The postsecondary institution has eligibility requirements, knows which courses are offered, and what the application process involves. Interested and eligible 10th grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.

To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30, by completing the Postsecondary Enrollment Options Program Registration Form.

### **Is there anything else to know about PSEO?**

PSEO State- Approved Early/Middle College Programs allow eligible students to earn a high school diploma while also earning postsecondary credits or conferring a degree or credential including a certificate, diploma, or an associate's degree. Students are considered eligible if they are enrolled in a core school day State-Approved Alternative Program (SAAP) under the graduation incentives program as defined by MDE.



# Special Education Services for Students

Students with disabilities identified as eligible for special education services will be provided specialized instruction and services appropriate to their needs and the program in which they are enrolled through the implementation of an Individualized Education Program (IEP). Special Education teams work actively together to ensure that students participating in special education receive a free appropriate public education in the least restrictive environment.

The IEP team for an individual student will include:

- 1. the parent (and/or student if over 18)
- 2. a general education representative
- 3. appropriate special education staff and support personnel
- 4. a school administrator or designee

The IEP team may also include professionals from the community who provide services to the student (e.g. therapists, physicians, county case managers) and/or other school staff.

If you suspect that your child has a disability, please contact Lana Talberg, Director of Student Services, to request assistance. Students may be referred to the Student Support Team for an evaluation by parents, teachers, special education staff, outside agency personnel already serving the student, or by the student (adult).

## Special Education Records

When a student reaches graduation or age 22, a request to have special education records destroyed can be made. This request can be made by the student (age 18 or older) or by a person assigned as guardian to the student.

To request that special education records be destroyed, please write to:

Lana Talberg  
Director of Student Services  
1506 1st St.  
Princeton, MN 55371

Access to student records will be subject to provisions set forth in [Policy #515-Protection and Privacy of Student Records](#). To request access, please write to:

Patrick Devine  
Superintendent  
Princeton Public Schools  
706 1st St.  
Princeton, MN 55371

# Grading

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## Course Credits

The school year is divided into three trimesters. Each trimester will be divided into three terms of 17-22 days. Credit for required attendance and work completed will be generated each term (.33 credits). Term dates are defined below:

### Trimester 1

Term 1	Term 2	Term 3
Sept 2 - Sept 26 - Term 1	Sept 29 - Oct 24 - Term 2	Oct 27 - Nov 21 - Term 3

## Trimester 2

### Term 4

Dec 1 - Dec 23 - Term 4

### Term 5

Jan 5 - Jan 30 - Term 5

### Term 6

Feb 2 - Mar 5 - Term 6

## Trimester 3

### Term 7

Mar 10 - Apr 2 - Term 7

### Term 8

Apr 7 - May 1 - Term 8

### Term 9

May 4 - May 28 - Term 9

Additional instruction through credit recovery courses is also available to students during the summer months, and through courses offered before & after school during the school year.

Students attending the ALC may elect to earn a diploma from Princeton Public Schools or their resident district. Credit and graduation requirements will be based on the requirements of the district where the diploma will be awarded.

## Grading

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. A grade will be awarded at the end of each term for .33 credit. If a student is dropped from enrollment or withdraws before the end of a term, a grade will not be awarded for that term.

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

## Concern Conference

When concerns are identified for a student related to attendance or when the student is unable to meet academic or behavioral expectations of the ALC, a concern conference will be scheduled. The student and a parent or guardian will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation. Other education options may also be discussed as needed and appropriate.

## Intervention Days

Weekly progress checks will be conducted with students as part of a Personal Development course. Students will be expected to track their attendance, grades, and assignment completion each week. Students will meet with a member of the ALC staff weekly to review progress. If a student has missed school or is not making adequate progress in their courses, the student will be expected to report to school on a designated intervention day. While in attendance, the student will receive 1:1 teacher support in order to teach or reteach course content. The student will also be given time to complete any missed work. Parents/guardians will be contacted by school staff when their child is expected to report for intervention.

## Progress Report

Students and parents may check student progress by logging into Skyward. Additionally, students completing online courses may log into Apex for course progress. If the student is receiving special education services a progress report on the goals and objectives in the IEP will be provided at grading periods.

## Grade Calculation Guideline

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

A - excellent  
B - very good

C - satisfactory  
D - lowest passing mark

F - failure  
I - incomplete  
P/F - pass/fail

NC - no credit  
NG - no grade  
W - withdrawal from course without penalty

## Attendance

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

Being considered “in attendance” will be defined by the schedule and course delivery options included in the students schedule.

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

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

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

Attendance will be generated based on the percentage of work completed each week given the educational option selected. Students must attend 60% of the term to receive a passing grade, (for example, 12 out of 19 school days in Term 1). Students who do not meet 60% attendance will receive a failing grade for those classes. If students have documented absences occurring within two consecutive weeks, a concern conference will be held to discuss the absences and determine the appropriate interventions needed to improve attendance. Students who have been absent for 15 consecutive school days during the traditional school year will be withdrawn. Students do not need to be kept on the rolls for the full 15 days; they can be withdrawn earlier as seen fit by administration, particularly if the program has a waiting list. Truancy laws apply to students with excessive unexcused absences. Once withdrawn for consecutive absences a conference must be had with administration, the school counselor, the student, and parent/guardian before being re-enrolled in the program.

Students who leave campus without permission will not be allowed to re-enter for the remainder of the day, or be allowed to access district-provided transportation services.

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

### Legal Statutes Related to Student Attendance

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and seventeen years of age must receive instruction unless the child has graduated.

### District Procedures Regarding Truancy

**3 unexcused absences**

After 3 unexcused absences, an email will be sent to the parent/guardian to inform them of continuing truancy. Depending on the policies and procedures of a student's county of residence, the student will be referred to the county for early intervention when appropriate for the specific county.

### **7 unexcused absences**

After 7 unexcused absences, a second email noting habitual truancy will be sent to parent/guardian and a Truancy Petition will be sent to the county attorney. A concern conference will be scheduled. The school cooperates with the county from this point forward and a school official attends court upon request of the county attorney.

### **5 occurrences of tardiness per trimester:**

The School Administrator will schedule a concern conference with the parents/guardians to discuss the importance of timeliness.

### **15 excused or unexcused:**

Due to the excessive number of absences in one year, any further absences will require a doctor's note presented within 2 days of the return to school.

### **15 Consecutive Unexcused:**

Enrollment in Minnesota schools requires attendance. By law, students who accrue 15 consecutive unexcused absences are dropped from school enrollment. This policy applies to all students regardless of the age of the student.

### **For students who are 18 years of age and older:**

Truancy does not apply; however, attendance is still monitored in order to comply with the Minnesota Statute concerning enrollment in the school.

- When a student has accrued five days of consecutive unexcused absences, the school sends notification, via email, to the student and parents/guardians regarding the absences along with the warning that continued absence totaling 15 consecutive school days will result in loss of enrollment. A concern conference will be scheduled.
- When a student has accrued seven cumulative days of unexcused absences, the student is considered a habitual truant.
- When a student has accrued ten days of consecutive unexcused absences, the school sends notification, via email, to the student and parents/guardians regarding the absences along with the warning that continued absence totaling 15 consecutive school days will result in their loss of enrollment. A concern conference will be scheduled.
- When a student has accrued 15 days of consecutive unexcused absences, the school drops the students from enrollment and sends notification, via U.S. Mail, to the student and parents/guardians of that fact.

## **Leaving School**

If a student becomes ill during the day, or if a student must leave school for any reason, he/she must receive permission from the ALC office via their teacher. If a student leaves school for any reason without receiving permission from the office, the absence will be regarded as unexcused.

## **School Withdrawal Policy: Transferring**

Students transferring to another academic institution should contact the enrolling school or district to complete the enrollment process.

- As a courtesy, parent(s) or adult students may contact the counselor to notify Princeton ALC of the change.
- Only after the Princeton ALC office has received a Notification of Change in Student Enrollment form from the school district that the student will be attending, will the student be completely withdrawn from all courses.
- Students must continue to work in their courses until the withdrawal has been approved.

## **Formal Withdrawal**

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

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

5. Parent participation is strongly encouraged for students 18 years and older.

## Participation in Activities at Princeton High School

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

Princeton ALC students who are in good standing are eligible to participate in activities with approval from the Director of Student Services and administration of Princeton High School. An individual meeting is recommended to determine eligibility status.

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

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

Timeline for participants:

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

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

Registration information can be requested by contacting:

**Debbie Jenson**

PHS Activities Office

Phone: 763-389-6002

Email: [debbie.jenson@isd477.org](mailto:debbie.jenson@isd477.org)

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

## Princeton ALC Procedures

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### Nondiscrimination Policy

Princeton ALC shall not discriminate or deny entrance to any program, or activity on the basis of sex, race, color, handicapping condition, or national origin.

### District Provided Digital Learning Devices

Digital learning and instruction is the focus at Princeton ALC to help all students develop the skills necessary to succeed in an ever-changing world. With a focus on student success, the digital learning plan at the Princeton ALC includes putting digital learning devices (Chromebooks & Ipad) into the hands of students. Digital learning devices allow students access to tools and resources required to succeed in a tech-savvy world.

Digital learning devices will be distributed to students only after a Tech & Device Use Agreement is reviewed and signed by the student and a parent/guardian.

## Technology Awareness

Staff and Students are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

- Princeton ALC will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

## District Procedures and Policies for the Responsible Use of District Technology and 1:1 Student Devices

**Policy Context:** [Policy 524](#) is the current board approved policy related to student devices and Responsible Use.

### Responsible Use and Digital Citizenship

Parents and students are expected to review the responsible use agreement together and create a plan for device guidelines and expectations for when the device is at home. This agreement, [Responsible Use Agreement](#) is available and will be signed during yearly registration on Skyward. Teachers will share the expectations with students with grade appropriate lessons and expectations at the beginning of the school year and throughout the school year as needed.

The district will provide parent information sessions at the beginning of the school year to review digital citizenship expectations, filtering options, social media, and best practices for school and home regarding students and their devices.

The district will provide information on digital safety throughout the school year on the district's facebook page and through other communication channels.

### Service and Protection Plans

Every family must choose one of the following plans when completing yearly registration paperwork through Skyward. The district will provide an optional service and protection plan covering repairs and accidental damage. This optional plan does not cover a lost/stolen device or damages caused by misuse and abuse. All repairs on any school device must be completed by a school technician or sent out by the district to an approved service vendor. Service and Protection plan options must be made by October 1, 2024.

#### Option 1: Service and Device Protection Plan (District) \$30

Choose the nonrefundable annual service and protection plan for each K-12 student you have in the district (payment is capped at \$60). This annual plan covers the cost of repairs for up to two incidents of accidental damage. This plan does not cover lost or stolen devices. Chargers and cases are also not covered under the service and protection plan.

\*Family annual maximum is \$60

\*No cost to families who qualify for free/reduced lunch. However, families must still sign up for the protection plan in Skyward.

#### Option 2: Personal Insurance

Families carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. The deductible may be higher than the cost of the device.

### Option 3: No Insurance (Individual Liability)

Families agree to pay the full amount for repairs or replacement due to damage, theft and all losses.

#### Common billing costs:

Chromebook screen replacement: \$25

Chromebook touchpad: \$20

Chromebook Case replacement \$50

Chromebook Replacement \$300

\*iPad Replacement \$350

\*\*Lost/Replacement Chromebook Cord \$40

**\*iPads will not be sent home for student use without administration approval for special circumstances only.**

**\*\*Charging cords are not covered under the optional protection plan, students can purchase a replacement charger from their school media center.**

### Device Distribution

#### Forms Needed

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

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

#### Device Distribution

- Students in K-2 will be assigned an iPad to use from their classroom set. Devices stay at school
- Students in grades 3-5 will be assigned a Chromebook to use from the classroom set. Chromebooks may be sent home as needed for school work, chargers will remain at school.
- 6-12 students will be given a charger that is expected to stay at home for daily charging of their school issued device. If this is not possible for your family, please connect with your child's advisor or counselor to make alternative arrangements.
- Students in grade 6 will receive their device and charger on WEB day.
- Students in grades 7-8 will receive their device and charger at open house.
- Students in grade 9 will receive their device and charger on LINK day.
- Students in grades 10-12 will receive their device and charger the first week of school.
- Students attending Princeton ALC will receive their device from the ALC secretary the first week of school.
- Princeton Online Academy will pick up devices in the high school media center.
- New students will be able to pick up their device in the media center once their form has been signed in Skyward.

### Device Collection

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

Students will get the same chromebook back in the fall while they are in the same building. For example a 6th grader will have the same chromebook in 7th and 8th grade but will receive a different chromebook to use for 9th-12th.

Chromebooks will not follow students to new buildings.

- In grades 3-5 teachers will collect chromebooks in the classroom cart. Students will not receive the same chromebook the following school year.
- In grades 6-12 students will return their chromebook and charger on the assigned collection day.

Any damages found or reported when the chromebook is returned will be billed and will need to be paid before the student receives their chromebook in the fall.

The full replacement fee of \$300 will be charged for a chromebook that is not returned.

- The district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.
- The replacement cost of \$40 will be charged if the school-issued charger is not returned.

## Transferring/Withdrawing Students

Students who transfer out of Princeton Public Schools must turn in their device and charger to the media center or main office by the last day of attendance.

Failure to return the device will result in the full replacement cost being charged and the district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.

## Student Expectations

Students in 6-12 will be given a charger with their device and are expected to bring their device to school fully charged every day. Students will bring their device to every class unless directed differently by their teacher.

Students in 3-5 will charge their devices in classroom carts and keep their devices at school unless given permission by the teacher to bring the device home for instructional purposes. When devices are transported between school and home, students will keep devices protected in a backpack or tote. Liquids and food will not be kept in the same area as the device.

Beginning in the 2019-2020 school year, most chromebooks will come with a protective clamshell case. These cases are not to be removed by students and can only be removed by district technicians or staff when completing repairs on the device.

If a student does not bring their device to school:

- In the event a student forgets their device, students should call home and have it brought to school.
- If it cannot be brought to school, a limited amount of devices may be available for students to borrow for the day from the media center.
- The media center staff will document the number of times a loaner is issued to each student for not having their device at school, and communicate that information to the building principal.

## Device Support and Repairs

Device repairs are to only be completed by district technicians and staff.

Basic chromebook troubleshooting will be taught to students at the beginning of the school year, and posters will be placed in every classroom. Students are expected to do basic troubleshooting first if there is an issue.

- If basic troubleshooting does not help, students in 6-12 will bring the device to the media center for further help or repairs.
- If basic troubleshooting does not help for students in 3-5, their teachers will complete a tech work order to have the device checked by a district technician.
- Loaner devices may be issued to students if their device is being repaired.



- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.
- Students will be contacted when their device is repaired. Students must return the loaner device before receiving the repaired device.
- If a device needs to be repaired by a district technician, sent out for repairs, is lost or intentionally damaged a student may be charged fees according to the [Tech Fee Schedule](#). \*\*Note that the optional insurance plan does cover two instances of accidental damage only, and does not cover lost devices, chargers or intentional damage\*\*

## Charging Devices

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

Students in grades 3-5 will charge devices at school in classroom carts. Chargers will stay at school, even when devices are sent home. \*\*exception during 2020-21 school year due to COVID\*\* Charged devices can last 1-2 days without a charge.

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

Replacement chargers can be purchased in the media center for \$40 and are not covered by the optional insurance plan.

## Device Maintenance

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

## Personalizing Student Device

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

## Sound

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

## Printing

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

## Personal Electronic Devices

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

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

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

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

Students are prohibited from using cell phones during class time but may use them at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Parents of a student who refuses to turn in his/her cell phone will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss.

## Security Information

All the data you provide to us is protected to ensure both the privacy and security of your data. Princeton Public Schools uses state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or access your data. Remember to keep your account information private and secure.

## Student Photos

### School Portraits

All students, including seniors, must have their picture taken by the approved school photographer on either of the school photo days at the high school for school student identification purposes and to be included in the current volume of the yearbook.

### Senior Portraits

Students enrolled in twelfth grade as of October 1st will be included in the senior section of the yearbook. Seniors have the option to submit a senior photo by the posted due date, which falls on the school day prior to Thanksgiving break. Photos may not contain any props. Photos must be individual, vertical headshots featuring the student from the shoulders up only; no other individuals (including pets) may be included. The yearbook staff has the right to not include any photos that do not meet these requirements. These photos will also be used for the newspaper's graduation insert at the end of the year. Photos must be submitted by the established deadline in order to be included in both the yearbook and the newspaper. When available, the senior's school photograph taken by the school-appointed photographer will be used in the senior section of the yearbook if a photo is not submitted by the senior.

## Fines

State law requires schools to notify students that "the school will charge appropriate replacement fees for textbooks, workbooks, or library books lost or destroyed by students."

If, in the instructor's opinion, no undue wear has occurred, there is no assessment for the use of the textbooks. If there has been undue wear or vandalism, or the text is not returned, students will be assessed for the damage to, or the replacement of the item. Book covers are strongly recommended.

Use of lockers, school property, etc., is also without expense to the student if the student uses this equipment properly. Students will be charged for damage incurred to lockers and other damaged or lost school property, such as Chromebooks, art equipment, books, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately.

## Meal Information

The Princeton ALC is part of a closed campus. Students completing seat-based courses are not allowed to leave campus at any time without permission from the office. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline procedures.

Items delivered by parents or guardians need to be left at the front desk.

We ask that you please drop off any lunches by 12:00pm. Any food delivered before or after the lunch period will be placed in the fridge for the student to grab after school, rather than interrupting the student's class. **Students are not allowed to have lunch delivered to the school by restaurants or other food establishments.**

### **MN Passes Free Meals for ALL**

Starting September 2023 all students attending on site schools K-12 will be eligible for one free breakfast and one free lunch per day. Student lunch accounts and numbers will still be used daily and meals will be rung through the computer system for tracking purposes.

### **A la Carte Charging**

A positive lunch balance will be required for any student to purchase extras. This includes bagged lunch students who wish to purchase milk only. For all second entrees purchases or other charges, students will have to verify lunch accounts funds prior to receiving the food.

### **Lunch Account Payments**

To pay student food service fees, please visit our website at [isd477.org/family-logins](http://isd477.org/family-logins). If you do not have your user name and/or password, please contact the building secretary at the school your child attends.

### **Lunch Account Balances**

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

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

Any balances left in accounts will rollover to the next school year.

### **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 see if you qualify. The form still must be completed to receive discounted activity fees.

If your financial situation changes during the school year, forms can be filled out at any time.

### **Prices**

To see current year adult, milk only and A la Carte pricing, please visit the district website at [www.isd477.org/departments/food-service](http://www.isd477.org/departments/food-service).

### **Student Lunch Menus**

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

Daily attendance for lunch ordering purposes will be taken during first period. The student and/or Parent/Guardian is responsible for contacting the school if:

1. Student will not be present during first period but is still requesting lunch, or
2. Students scheduled to attend first period and will be absent, and therefore would like to cancel their lunch order.

The ALC attendance office can be reached via phone at 763-389-6719.

## **Breakfast Program**

School breakfast is offered every school day from 7:30-7:45am. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast. Breakfast is available for students attending the ALC. Breakfast will be delivered to the educational site.

## **Expected Behavior**

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

## **Food Service Procedure**

It is the policy of this district to provide nutritious meals to students to promote healthy eating habits and enhance learning, and that meet state and federal guidelines. ([ISD 477 Policy 534](#) can be found in its entirety on the district website.)

Princeton ALC is a closed campus. Students are not allowed to leave campus at any time without permission from the office. The only circumstances under which a student may leave for lunch is if the parent/guardian picks up their student at school, takes them to lunch, and returns them to school. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline protocols. Students are not allowed to have food or beverages delivered to the school by anyone other than their own parent or guardian.

Students at the Princeton ALC may utilize the student kitchen to bring in their own food to prepare during lunch. Examples: frozen dinners, pizza, ramen noodles, sandwiches, etc.

## **Contacting a Student During the School Day**

If you need to leave a message for a student during the school day please call 763-389-6719. Messages will be relayed to the student via their classroom teacher. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time.

## **Visitors**

Any person other than Princeton ALC students, staff or school board personnel are regarded as visitors and must report to the ALC office for clearance before going anywhere in the building. ALC accepts only those visitors who have legitimate business at the school. Former students are expected to wait until students are dismissed to visit with staff members in order to reduce disruption and ensure the safety and security of the students attending school. Visitors wishing to see students are asked to do so off school property.

## **Fire Drills**

According to the Minnesota State Law, schools must hold at least five fire drills per year. It is therefore important that students follow the fire drill guidelines each time the alarm goes off. The guidelines are:

1. Leave your area immediately according to the directions posted in the area.

2. Once out of the building, remain 100 feet from the building until the “all clear” signal is given and stay with your class.

## Tornado Warning and Drills

To ensure that students and staff are prepared for possible tornado events, the Princeton ALC conducts at least one Tornado Drill a year as if there is a Tornado Warning in effect. A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed:

1. An announcement will be made over the intercom and 2-way radio.
2. Teachers and students should remain calm and take the prescribed route to their assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in a tuck position.
3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The “all clear” will be announced over the Public Address system.

## Lock Down Drills

Minnesota state law requires schools to conduct at least five practice lockdown drills annually in order to prepare for emergency situations that may arise. Student safety is of primary concern during lockdowns, therefore students are expected to respond immediately to staff direction during drills. Drills are typically conducted with little disruption to the school day.

## Student Parking

Students attending the ALC are permitted to park in the Student Services/ALC parking lot as a matter of privilege, not a right, per ISD 477 [Policy 527](#). The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school must adhere to the following expectations:

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

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

## HEALTH SERVICES

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

The Health Office is able to 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** which can be found under the main [Princeton page, Family Logins tab, Skyward Toolkit](#). From there you will be able to sign up for email alerts for student visits, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

## HEALTH OFFICE CONTACT INFORMATION

**\*Health Offices will be closed during staff breaks. Staff will contact 911 and parents for all emergency needs during those times\***

- Princeton Health Office Assistant - (763) 389-7206
- Princeton High School - (763) 389-6019
- Princeton Middle School - (763) 389-6723
- Princeton Intermediate School - (763) 389-6803
- Princeton Primary School - (763) 389-6904
- Family Center - (763) 389-6191
- District Office/Onward/Student Services - (763) 389-6195

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

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

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

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

- Cough Drops and/or Sugar Free Drops
- Generic Calamine
- Bandages, Gauze, etc.
- Vaseline and/or Antibiotic Ointment
- Orajel
- Second Skin Gel Squares
- Soap and Water
- Sterile Saline Rinse
- Warm Pack and/or Cold Pack
- Normal Saline Solution

Emergency Medications (Administration according to package insert)

- Epinephrine and/or Antihistamine Standing Order - Anaphylaxis evaluation and/or medication administration when American Academy of Pediatrics criteria met, for known or suspected allergen interaction (*Policy 516*).
- Naloxone Standing Order - Overdose evaluation and/or medication administration when known or suspected opioid overdose occurs (*Policy 516.5*).

\*Per District policy 518, emergency interventions may include, AED/CPR, First Aid, Seizure First Aid, Oxygen, Albuterol use and /or non-invasive testing for blood sugars and ketones. District protocols developed from CDC, MDE, MDH, [MSBA](#), [AAP](#), [AAAAI](#), [AHA](#), the [HCID](#) manual and the [School Health Associates](#) WISHeS manual for illness, injury and first aid interventions\*

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

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

- Fever of 100.0 degrees or more
- Vomiting (defined as 1 or more incidents)
- Diarrhea (defined as 2 or more incidents)
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

**Before returning to school students must be:**

- Fever free for 24 hours without using fever reducing medicines
- Vomiting free for 24 hours
- Been on antibiotics 12-24 hours depending on condition and MD recommendations
- If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
- For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes, etc.), a note from the Health Care Provider is required.

**\*The exception to the “send home and return criteria” include pandemic situations-please follow the health section of the district website for information regarding pandemic specifics\***

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

This may include the following:

- Medication Authorization Form
- 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.

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



**MEDICATIONS:** Princeton schools recognize that some students may require prescribed or over-the counter medication during the school day. It is the expectation that parent/guardians will transport oral medications to and from school and students will not be allowed to carry these items. Medications must only be given by the Health Services team or staff that have been trained by the Licensed School Nurse. By Minnesota law and district policy, **NO medications (prescription, over the counter and herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION.** Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order. If a student needs to take medicine at school during the school day, the parent/guardian should contact the Health Office to obtain the "Medication Authorization Form". **A new medication order must be submitted EACH SCHOOL YEAR.** The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medications will be accepted based on Licensed School Nurse discretion and not be administered at school if there are any unanswered questions or incomplete documentation.

**IMMUNIZATIONS:** The State of Minnesota **requires** all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. All required immunizations and immunization records **MUST** be complete and turned into the office no later than 14 days after the first day of school. Students who do not have the required immunizations and immunization records will be **excluded from school, 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 at school. The following documents will be accepted as evidence of a student's immunization history, provided they comply with State requirements and contain the date when each immunization was administered:

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

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

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

- **Food Allergy-** be aware that many people have allergies to foods (especially milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat and soy). Some of the classrooms and lunchrooms have specified areas where students are allowed or not allowed to certain allergens. Check specific procedures in your child's school building for details or request a copy of the [Allergy Parent Notification](#) letter to review.
- **Latex Allergy-** due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in the buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.
- **Scents-**many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

## WELLNESS



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

- We encourage parents to pack healthy lunches, snacks, non-sugary drinks and refrain from including beverages and foods without nutritional value. District recommended snack and lunch options include: fresh/dried fruit or fruit cups, veggie sticks or slices, string/block or sliced cheese, yogurt, lunch meat/jerky, whole grain/gluten free dry cereals low in sugar, and whole grain/gluten free crackers or pretzels
- Although we would encourage you to provide non-food or healthy items for scheduled class parties (Halloween, Valentines Day etc) this policy still allows for sugared treats for these occasions.
- Parent delivery of lunches from fast food sources is discouraged.
- Children will no longer be allowed to bring birthday treats. If a child brings an item for their birthday celebration, parents will be contacted and it will be *sent home*.

## Bus Expectations

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

### School Bus and Bus Stop Expectations

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

- Arrive at your bus stop five minutes prior to scheduled pick up time.
- Wait for bus driver's signal. Cross 10 feet in front of bus.
- Get on and off only at designated stop or school.
- Respect the bus driver and monitors by following directions.
- Respect other students and their personal belongings.
- Use respectful language and appropriate voice level.
- Stay seated in assigned area or seat at all times.
- Keep all parts of your body, and all possessions, inside of the bus.
- Eating or drinking are allowed at the discretion of the bus driver.
- Keep the bus clean and litter-free. Throwing of any items on the bus is prohibited and unsafe.
- Large items are not allowed on the bus without permission from the driver.
- Respect the school bus and equipment. Student will be responsible for cost of damages to property. Bus riding privileges may be withheld until an acceptable plan of restitution is made.
- Physical contact on the bus is unsafe and unacceptable. This includes pushing, hitting, kicking, horseplay, intimidation, and fighting.
- The use and/or possession of illegal substances, or related items, is strictly prohibited. This includes, but is not limited to the use or possession of alcohol, drugs and drug paraphernalia, lighters, tobacco, vaping or e-cigarettes products, weapons or look-alike weapons.

Students who do not follow the bus stop and/or bus expectations may lose their bus riding privileges for a period of time. Students are still required to attend school when they are suspended from school transportation. Parent(s) are

then responsible for transportation to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 (123.801).

### Guidelines and Consequences for Not Following Bus/Bus Stop Expectations

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

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

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

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

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

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

## **Student Responsibilities**

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### **Academic Honesty**

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

#### **Definition of Plagiarism:**

- Plagiarism is to commit academic theft and to steal another's ideas or words and pass them off as one's own ideas or words.
- When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source.
- Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit.
- Some Internet users believe that anything available online is public domain. This is not true. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- One website that is very helpful to use for help is [www.owlatpurdue.com](http://www.owlatpurdue.com)
  - This website has everything you need for both MLA and APA formats.

#### **Academic dishonesty includes:**

- Cheating on assignments or exams
- Assisting another student in cheating on assignments or exams
- Plagiarism (See above definition)
- Submitting the same (or substantially the same) written work as another student
- Submitting the same (or substantially the same) written work in more than one course without prior consent of all instructors concerned
- Vandalizing another student's work, and using without attribution, a computer concept or program.

Any staff member may make written reports of academic dishonesty. A proven example of academic dishonesty will result in one of the following resolutions:

**First Offense:** No credit given for the assignment/test/activity/project on which the academic dishonesty occurred. Parent/Guardian will also be notified.

**Second Offense:** No credit given for the assignment/test/activity/project on which academic dishonesty occurred. Students overall course grade will be lowered by one grade level. Parent/Guardian will be notified.

**Third Offense:** Grade of "F" will be applied for the trimester in the class in which the incident of academic dishonesty occurred. Students may appeal such action to the Director of Student Services within three days of the notice of removal.

All written and proven reports of academic dishonesty shall become part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative (meaning they will be kept track of and tallied). Academic dishonesty reports will include all classes, all trimesters, and all years of enrollment. Parents will be informed of each incident by the teacher and appropriate actions will be determined by the Director of Student Services.

## Student Expectations

The Princeton ALC encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Each teacher has the authority to establish classroom rules, expectations and procedures that promote a safe, orderly and respectful classroom environment and that are consistent with building and district policies and Code of Conduct. Students are expected to comply with these rules and expectations. ISD 477 [Policy 506](#), Student Discipline.

## Responses to Student Conduct

Students attending programs offered by the Princeton ALC are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable on site, online, or at Princeton School District events.

The administration of the Princeton ALC recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Violations of the student code of conduct will result in a review of the offense and a conference to discuss the most appropriate resolution.

### Harassment

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

### Insubordination

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

### Expected Behaviors at School Sponsored Events

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

### Harmful or Nuisance Articles

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

### Personal Appearance

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

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

### **Off Campus/Off Limits**

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

### **Terroristic Threats**

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

### **Bomb Threat**

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

### **Vandalism**

Students marking or damaging school equipment, lockers or property in any way will be required to clean the article and/or to pay for damage done. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students. Students who damage lockers as a result of hitting or kicking them will be assessed a fee.

### **Reasonable Force**

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

## **Supplemental Section-Onward**

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### **Program Overview**

The Princeton Onward Program is an instructional option available to students who are receiving special education services, have completed their high school coursework, and will continue to access educational services focusing on work skills and independent living skills. In order to access the Onward Program, the student's Individualized Education Program (IEP) must determine that educational placement is necessary.

### **Individual Student Program Design**

An IEP will be designed for each student which considers future career and independent living goals and student needs. Activities and experiences offered to the student during the school day will be based on the IEP developed by the team. The IEP will be updated at least annually. The IEP team will also determine an expected date of graduation which will be unique to the needs of the student. If determined necessary by the team, students will be eligible to remain in the Onward program through the age of 21. If a student has a summer birthday falling on or after July 1, the student will be eligible for educational services for the next school year ceasing on the last day of school.

## Schedule

Students will begin their day at 8:45 and are dismissed at 3:15 each school day. Students will not follow a traditional bell schedule while attending the Onward program. A flexible schedule is designed to accommodate classroom instruction, community outings, and work experiences.

## Attendance

Attendance will be recorded for students participating in the Onward program. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook. Truancy will not be reported for students ages 17 or over. Even though truancy will not be reported to the county of residence for students ages 17 or over, a concern conference will be called if absenteeism is impacting student achievement of goals and skills.

## Course Credits

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed.

## Grading

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

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

## Concern Conference

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18 or where conservatorship or guardianship has been awarded to a parent or another party. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement.

## Illness

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

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

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

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

Before returning to school:

- Student must be fever free for 24 hours without using fever reducing medication;
- Vomiting or diarrhea free for 24 hours;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;

- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

## Injuries

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

## Electronic Devices

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

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

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

# Forms

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Forms found in this section:

[Request for Non-disclosure of Student Information](#)

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

[Responsible Use Policy Agreement](#)



### Request for Non-disclosure of Student Information

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

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

Date of request: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Current School: \_\_\_\_\_

Legal Parent/Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Student Address: \_\_\_\_\_

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

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

Please allow for 7-10 business days for processing.

#### Core Values



706 1st Street,  
Princeton, MN 55371  
763-389-2422  
763-389-9142  
isd477.org



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

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

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

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

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

## What if I choose not to have my student participate?

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

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

## When do students take the assessments?

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

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

## When do I receive my student's results?

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_



## **ISD 477 RESPONSIBLE USE AGREEMENT**

This agreement is the responsibility of all ISD477 K-12 students using the district's wifi and/or district-issued devices on and off campus.

### **\_\_\_ Students are responsible for a healthy digital life and creating a positive digital footprint.**

- ☐ Students will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology.
- ☐ Students will be honest in all digital communication.
- ☐ Students understand that what they do and post online must not disrupt school activities or compromise school safety and security.
- ☐ Students understand that device use immediately before bedtime disrupts healthy sleep cycles.
- ☐ Students understand it is important to have a healthy balance of screen time and will work with their family to have designated tech-free zones and/or tech-free times in their schedule.

### **\_\_\_ Students are responsible for keeping personal information private.**

- ☐ Students will protect their personal information online including their home address, phone numbers, birth dates, pictures and videos.
- ☐ Students will not meet anyone in person they have only met on the internet.
- ☐ Students will be aware of privacy settings on websites that they visit.

### **\_\_\_ Students are responsible for their passwords and their actions on district accounts.**

- ☐ Students will not share any school or district usernames or passwords with anyone other than parents or school officials.
- ☐ Students will not access another user's account information.

### **\_\_\_ Students are responsible for treating others with respect and dignity.**

- ☐ Students will not send and/or distribute hateful, discriminatory, or harassing digital communications.
- ☐ Students understand that bullying in any form, including cyberbullying is unacceptable.

### **\_\_\_ Students are responsible for accessing only educational content.**

- ☐ Students will not seek out, display, or share material that is hate speech, sexually explicit or violent.
- ☐ Students understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

**\_\_\_ Students are responsible for taking reasonable care when handling district equipment.**

- ☐ Students will bring their device to the media center to report any damage immediately.
- ☐ Students understand that they must keep their device clear of writing, drawing, stickers and labels.
- ☐ Students will keep food and drink away from devices.
- ☐ Students understand that device cases can only be removed by technology staff members and that they need to take care when transporting their device in and out of school.
- ☐ For the health and safety of themselves and other students, students will not share their device with any other students or staff, except when their device needs to be repaired or replaced.
- ☐ If they need to help a classmate with a task on their chromebook, Students will walk them through the task verbally or show them on their own chromebook. Students will not touch another student's chromebook.

**\_\_\_ Students are responsible for respecting and maintaining the security of school electronic resources and networks.**

- ☐ Students will not try to get around security settings and filters.
- ☐ Students will not install or use illegal software or files, including copyright protected materials, unauthorized software or apps.
- ☐ Students will not use the district network or equipment to obtain unauthorized information, attempt to access private information or impersonate other users.

# District Policies

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## Mandated Reporting by School Officials

2017 Minnesota Statute Section 626.556, Subd. 3 requires that "A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement [...]" must report physical abuse, sexual abuse and neglect of children. This law stipulates that if school officials have "[...] have reason to believe a child is being neglected or physically or sexually abused...(they) shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff."

## Equal Educational Opportunity Policy #102

(Refer to ISD 477 Policy 102 - Revised May 19, 2020)

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of Race, color, creed, religion, national origin, sex,, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

### Legal References:

- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
- 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

### Cross References:

- MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

*Adopted: December 17, 2002*

*Reviewed: October 8, 2013*

*Revised: October 20, 2015*

*Revised: September 6, 2016*

*Reviewed: September 19, 2017*

*Revised: May 19, 2020*

## Criminal Background Check Policy #404

(ISD 477 Policy 404 - Reviewed April 16, 2019)

### I. PURPOSE

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

compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

## II. GENERAL STATEMENT OF POLICY

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

## III. CONDITIONAL OFFER OF EMPLOYMENT

1. An offer of employment to a final candidate shall be conditioned upon a determination by the School Board that a candidate's criminal history does not preclude the candidate from employment with the School District.
2. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.
3. Final employment will be approved by the School Board.

## IV. ADMINISTRATION OF THE PROGRAM

1. Criminal background checks will be administered by the Human Resource Department.
2. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).
3. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
4. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
5. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretions in requiring a background check. The school district may include this notice in its students handbook, a school policy guide, or other similar communication.
6. Frequency-Every three years.

## V. LIMITATION OF THE POLICY

Adherence to this policy shall not limit the School Board's right to require and obtain additional information or to use other procedures in lieu of criminal background checks to obtain information relating to criminal activities of final candidates.

### Legal References:

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

*Adopted: October 21, 2014*

*Reviewed: October 3, 2017*

*Reviewed: April 16, 2019*

# Harassment and Violence Prohibition Policy #413

## [Harassment and Violence Reporting Form](#)

(ISD 477 Policy 413 - Reviewed August 4, 2020)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

status with regard to public assistance, sexual orientation including gender identity or expression, or disability.

- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other School personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death;
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individual's' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - a. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - i. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - ii. has a record of such an impairment; or
    - iii. is regarded as having such an impairment.
  - b. "Familial status" means the condition of one or more minors being domiciled with:
    - i. their parent or parents or the minor's legal guardian; or
    - ii. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  - c. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  - d. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  - e. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  - f. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.



- g. "Gender Identity" means that the personal conception of oneself as a male or female.
- h. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - ii. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - iii. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  - b. Sexual harassment may include, but is not limited to:
    - i. unwelcome verbal harassment or abuse;
    - ii. unwelcome pressure for sexual activity;
    - iii. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
    - iv. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
    - v. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
    - vi. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.
- G. Sexual Violence; Definition
  - a. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
  - b. Sexual violence may include, but is not limited to:
    - i. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - ii. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
    - iii. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
    - iv. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence; Definition

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

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available

from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal, the principal's designee, or the Building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## VII. REPRISAL

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

## VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

## IX. HARASSMENT OR VIOLENCE AS ABUSE

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

## X. DISSEMINATION OF POLICY AND TRAINING

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

### Legal References:

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

### Cross References:

- [Princeton Public Schools Policy 102](#) (Equal Educational Opportunity)
- [Princeton Public Schools Policy 401](#) (Equal Employment Opportunity)
- [Princeton Public Schools Policy 402](#) (Disability Nondiscrimination Policy)
- [Princeton Public Schools Policy 403](#) (Discipline, Suspension, and Dismissal of School District Employees)
- [Princeton Public Schools Policy 406](#) (Public and Private Personnel Data)
- [Princeton Public Schools Policy 414](#) (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- [Princeton Public Schools Policy 415](#) (Mandated Reporting of Maltreatment of Vulnerable Adults)
- [Princeton Public Schools Policy 506](#) (Student Discipline)
- [Princeton Public Schools Policy 514](#) (Bullying Prohibition Policy)
- [Princeton Public Schools Policy 515](#) (Protection and Privacy of Pupil Records)
- [Princeton Public Schools Policy 521](#) (Student Disability Nondiscrimination)
- [Princeton Public Schools Policy 522](#) (Student Sex Nondiscrimination)
- [Princeton Public Schools Policy 524](#) (Internet Acceptable Use and Safety Policy)

- [Princeton Public Schools Policy 525](#) (Violence Prevention)
- [Princeton Public Schools Policy 526](#) (Hazing Prohibition)
- [Princeton Public Schools Policy 528](#) (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004  
 Revised: November 24, 2009  
 Revised: November 8, 2011  
 Revised: April 15, 2014  
 Revised: October 20, 2015  
 Revised: September 6, 2016  
 Revised: December 18, 2018  
 Revised: August 6, 2019  
 Reviewed: August 4, 2020

## Chemical Use and Abuse Policy #417

(ISD 477 Policy 417 - Revised February 6, 2018)

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

- Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

### III. DEFINITIONS

- “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

#### A. Instruction

- Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
- Each school shall have age-appropriate, developmentally based activities that:
  - address the consequences of violence and the illegal use of drugs, as appropriate;
  - promote a sense of individual responsibility;
  - teach students that most people do not illegally use drugs;
  - teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - teach students about the dangers of emerging drugs;
  - engage students in the learning process; and
  - incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

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

#### B. Reports of Chemical Use and Abuse

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

- d. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Teams

- a. Every school shall have a team. The team may be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
- b. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- c. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

- a. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
- b. Destruction of Records
  - i. If the team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
  - ii. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
  - iii. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

- F. Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

G. School and Community Advisory Team

- a. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- b. The advisory team shall:
  - i. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
  - ii. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
- a. The dangers and health risks of chemical abuse in the workplace/school.
  - b. The school district's drug-free workplace/drug-free school policy.
  - c. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
  - d. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References:

- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)
- 20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)
- 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference:

- MSBA/MASA Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Policy 506 (Student Discipline)
- MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking; Search)

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 Revised: May 11, 2004  
 Revised: June 25, 2013  
 Revised: May 19, 2015  
 Revised: April 16, 2017  
 Revised: February 6, 2018

## Drug Free Workplace / Drug Free School Policy #418

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

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

### IV. EXCEPTIONS

- A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment

in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance, except medical cannabis, and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

#### VI. ENFORCEMENT

- A. Students.
  - a. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
  - b. The student may be referred to a drug or alcohol assistance or Rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees.
  - a. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
  - b. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board.
  - c. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
  - d. Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

#### Legal References:

- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
- Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
- Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
- Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
- 41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
- 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
- 21 U.S.C. § 812 (Schedules of Controlled Substances)



- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
- 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References:

- [Princeton Public Schools Policy 403](#) (Discipline, Suspension and Dismissal of School District Employees)
- [Princeton Public Schools Policy 416](#) (Drug and Alcohol Testing)
- [Princeton Public Schools Policy 417](#) (Chemical Use/Abuse)
- [Princeton Public Schools Policy 506](#) (Student Discipline)
- [Princeton Public Schools Policy 516](#) (Student Medication)
- [418 - Drug Free Workplace Acknowledgement Form](#)

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

## **Tobacco-Free Environment Policy #419**

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

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

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an American Indian adult lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non-student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### V. ENFORCEMENT

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

#### VI. DISSEMINATION OF POLICY

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

#### Legal References:

- Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
- Minn. Stat. § 609.685 (Sale of Tobacco to Children)
- 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

#### Cross References:

- [Princeton Public School Policy 403](#) (Discipline, Suspension, and Dismissal of School District Employees)
- [Princeton Public School Policy 506](#) (Student Discipline)
- MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

## School Weapons Policy #501

(ISD 477 Policy 501 - Reviewed June 5, 2018)

#### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

#### II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### III. DEFINITIONS

- A. "Weapon"
  - a. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants;

stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

- b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non student falls within one of the following categories:

- a. licensed peace officers, military personnel, or students or non students participating in military training, who are on duty performing official duties;
- b. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
- c. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
  - i. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - ii. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- d. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
- e. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- f. a gun or knife show held on school property;
- g. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
- h. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm

in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

#### V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
- a. immediate out-of-school suspension;
  - b. confiscation of the weapon;
  - c. immediate notification of police;
  - d. parent or guardian notification; and
  - e. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion  
While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

#### VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

- A. Employees
- a. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
  - b. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  - c. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Non Students
- a. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
  - b. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

#### Legal References:

- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
- Minn. Stat. § 121A.05 (Referral to Police)
- Minn. Stat. § 609.66 (Dangerous Weapons)
- Minn. Stat. § 609.605 (Trespass)
- Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
- Minn. Stat. § 97B.045 (Transportation of Firearms)
- Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
- Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
- 18 U.S.C. § 921 (Definition of Firearm)
- In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

#### Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: June 9, 1992  
Revised: December 20, 1994  
Revised: October 24, 1995  
Revised: November 28, 1995  
Revised: October 13, 1998  
Revised: August 10, 2004  
Revised: August 4, 2015  
Reviewed: March 21, 2017  
Reviewed: June 5, 2018

# Search of Student Lockers, Desks, Personal Possessions and Student's Person Policy #502

(ISD 477 Policy 502 - Reviewed May 21, 2019)

## I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

## II. GENERAL STATEMENT OF POLICY

### A. Lockers and Personal Possessions Within a Locker.

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### B. Desks.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

### C. Personal Possessions and Student's Person.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

## III. DEFINITIONS

### A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

### B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

### C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

### D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

## IV. PROCEDURES

### A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

### B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

### C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

### D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

### E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

#### V. DIRECTIVES AND GUIDELINES

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

#### VI. SEIZURE OF CONTRABAND

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

#### VIII. VIOLATIONS

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

#### Legal References:

- U.S. Const., amend. IV
- Minn. Const., art. I, §10
- New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
- Minn. Stat. §121A.72 (school locker policy)
- G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

#### Cross References:

- [Princeton Public Schools Policy 417](#) (Chemical Use and Abuse)
- [Princeton Public Schools Policy 418](#) (Drug-Free Workplace / Drug-Free School)
- [Princeton Public Schools Policy 501](#) (School Weapons)
- [Princeton Public Schools Policy 506](#) (Student Discipline)
- [Student Search Form](#)

*Adopted: December 17, 2002*

*Revised: August 4, 2015*

*Reviewed: March 21, 2017*

*Reviewed: May 21, 2019*

## Student Attendance #503

(ISD 477 Policy 503 - Revised May 21, 2019)

#### I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

#### II. GENERAL STATEMENT OF POLICY

##### A. Responsibilities

- a. Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
- b. Parent or Guardian's Responsibility - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
- c. Teacher's Responsibility - It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
- d. Administrator's Responsibility

- i. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- ii. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### B. Attendance Procedures

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

##### a. Excused Absences

- i. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- ii. The following reasons shall be sufficient to constitute excused absences:
  - 1. Illness.
  - 2. Serious illness in the student's immediate family.
  - 3. A death or funeral in the student's immediate family or of a close friend or relative.
  - 4. Medical, dental, or orthodontic treatment, or a counseling appointment.
  - 5. Court appearances occasioned by family or personal action.
  - 6. Religious instruction not to exceed three hours in any week.
  - 7. Physical emergency conditions such as fire, flood, storm, etc.
  - 8. Official school field trip or other school-sponsored outing.
  - 9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - 10. Family emergencies.
  - 11. Active duty in any military branch of the United States.
  - 12. A student's condition that requires ongoing treatment for a mental health diagnosis.
  - 13. Other reasons approved by building administrators.

##### iii. Consequences of Excused Absences

- 1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- 2. Work missed because of absence must be made up within time frame stated in the student handbook. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

##### b. Unexcused Absences

- i. The following are examples of absences which will not be excused:
  - 1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
  - 2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
  - 3. Work at home.
  - 4. Work at a business, except under a school-sponsored work release program.
  - 5. Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.
- ii. Consequences of Unexcused Absences
  - 1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

2. In cases of recurring unexcused absences, each building will follow the processes outlined in their handbook for communicating with the parents of the student about the absences. Administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minn. Stat. § 260C.007 Subd. 6, section 14.
- c. Tardiness
- i. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
  - ii. Procedures for Reporting Tardiness
    1. Students tardy at the start of school must report to the school office for an admission slip.
    2. Tardiness between periods will be handled by the teacher.
  - iii. Excused Tardiness  
Valid excuses for tardiness are:
    1. Illness.
    2. Serious illness in the student's immediate family.
    3. A death or funeral in the student's immediate family or of a close friend or relative.
    4. Medical, dental, orthodontic, or mental health treatment.
    5. Court appearances occasioned by family or personal action.
    6. Physical emergency conditions such as fire, flood, storm, etc.
    7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
  - iv. Unexcused Tardiness
    1. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
    2. Consequences of tardiness may include parent conference, detention, suspension or referral to county agency.
- d. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
- i. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school sponsored on-the-job training programs.
  - ii. School-initiated absences will be accepted and participation permitted.
  - iii. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
  - iv. If a student is suspended from any class, he or she may not participate in any activity or program that day.
  - v. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### IV. REQUIRED REPORTING

#### A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

- a. Three days if the child is in elementary school; or
- b. Three or more class periods on three days or more if the child is in Middle school or high school.

#### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- a. That the child is truant;
- b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- c. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
- d. That this notification serves as the notification required by Minn. Stat. § 120A.34;
- e. That alternative educational programs and services may be available in the child's enrolling or resident district;



- f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- h. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
- i. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

- a. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
- b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

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

Cross References:

- [Princeton Public School Policy 506](#) (Student Discipline)

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

## Student Discipline #506

### Student Discipline Reporting Form

(ISD 477 Policy 506 - Revised August 4, 2020)

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

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

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

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to attend school daily, except when excused, and to be on time to all classes and other school functions; to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

### IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

### V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;

- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

#### VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - a. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - b. The use of profanity or obscene language, or the possession of obscene materials;
  - c. Gambling, including, but not limited to, playing a game of chance for stakes;
  - d. Violation of the school district's Hazing Prohibition Policy;
  - e. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - f. Violation of the school district's Student Attendance Policy;
  - g. Opposition to authority using physical force or violence;
  - h. Using, possessing, or distributing tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
  - i. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  - j. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
  - k. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  - l. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  - m. Violation of the school district's Weapons Policy;
  - n. Violation of the school district's Violence Prevention Policy;
  - o. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  - p. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
  - q. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
  - r. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
  - s. Violation of the school district's Internet Acceptable Use and Safety Policy;
  - t. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

- u. Violation of the school district's Internet Acceptable Use and Safety Policy;
- v. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- w. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- x. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- y. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- z. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- aa. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- bb. Possession or distribution of slanderous, libelous or pornographic materials;
- cc. Violation of the school district' Bullying Prohibition Policy;
- dd. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- ee. Criminal activity;
- ff. Falsification of any records, documents, notes or signatures;
- gg. Tampering with, changing, or altering records or documents of the school District by any method including, but not limited to, computer access or other electronic means;
- hh. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- ii. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
- jj. Violation of the school district's Harassment and Violence Policy;
- kk. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- ll. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- mm. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- nn. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating degrading to other people, or threatening to school property;
- oo. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- pp. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- qq. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
- rr. Violation of the school district's one-to-one device rules and regulations;
- ss. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- tt. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation,

including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school District personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  - b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
  - c. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
  - d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
  - C. Procedures for Removal of a Student From a Class.
    - a. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.

- b. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
  - c. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
  - d. Building shall modify these procedures to adjust for age of students.
- D. Responsibility for and Custody of a Student Removed From Class.
  - a. Student shall be sent to the office of the respective building.
  - b. Students shall walk to the office.
  - c. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
  - d. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
  - a. The student shall return to class after serving the assigned amount of time.
  - b. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- F. Procedures for Notification.
  - a. The student shall return to class after serving the assigned amount of time.
  - b. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- G. Disabled Students; Special Provisions.
  - a. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).
  - b. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
  - a. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
  - b. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

#### IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
  - a. Willful violation of any reasonable school board regulation, including those found in this policy;
  - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures
  - a. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
  - b. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other

services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

- c. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- d. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- e. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
- f. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
- g. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - i. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - ii. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - iii. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
- h. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- i. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- j. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- k. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### D. Expulsion and Exclusion Procedures

- a. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- b. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
- d. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
- e. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
- f. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
- g. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
- h. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
- i. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- j. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- k. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- l. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- m. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- o. The student cannot be compelled to testify in the dismissal proceedings.
- p. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
- q. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.



- r. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- s. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- t. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, gender identity, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- u. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### X. ADMISSION OR RE-ADMISSION PLAN

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

#### XI. NOTIFICATION OF POLICY VIOLATIONS

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

#### XII. STUDENT DISCIPLINE RECORDS

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

#### XIII. DISABLED STUDENTS

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

#### XIV. OPEN ENROLLED STUDENTS

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

#### XV. DISTRIBUTION OF POLICY

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

#### XVI. REVIEW OF POLICY

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

#### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.27 (School and Community Advisory Team)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
- Minn. Stat. § 121A.582 (Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
- Minn. Stat. § 122A.42 (General Control of Schools)
- Minn. Stat. § 123A.05 (Area Learning Center Organization)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
- Minn. Stat. Ch.125A (Students With Disabilities)
- Minn. Stat. Ch. 260A (Truancy)
- Minn. Stat. Ch. 260C (Juvenile Court Act)
- 20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

#### Cross References:

- [Princeton Public School Policy 413](#) (Harassment and Violence)
- [Princeton Public School Policy 501](#) (School Weapons)
- [Princeton Public School Policy 502](#) (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- [Princeton Public School Policy 503](#) (Student Attendance)
- [Princeton Public School Policy 514](#) (Bullying Prohibition Policy)
- [Princeton Public School Policy 524](#) (Internet Acceptable Use and Safety Policy)
- [Princeton Public School Policy 525](#) (Violence Prevention)
- [Princeton Public School Policy 526](#) (Hazing Prohibition)
- [Princeton Public School Policy 527](#) (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
- [Princeton Public School Policy 610](#) (Field Trips)
- [Princeton Public School Policy 709](#) (Student Transportation Safety Policy)

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[Student Discipline Reporting Form](#)

## Bullying Prohibition Policy #514

(ISD 477 Policy 514 - Revised August 4, 2020)

### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is Prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - a. The developmental ages and maturity levels of the parties involved;
  - b. The levels of harm, surrounding circumstances, and nature of the behavior;
  - c. Past incidences or past or continuing patterns of behavior;
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

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

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

### IV. REPORTING PROCEDURE

1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
3. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building

level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

4. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
5. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
6. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
7. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
8. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
3. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
6. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or

prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

1. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
2. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - a. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - b. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - c. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - d. The incidence and nature of cyberbullying; and
  - e. Internet safety and cyberbullying.
3. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
4. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
5. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.
6. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.
7. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
  - a. Engage all students in creating a safe and supportive school environment;
  - b. Partner with parents and other community members to develop and implement prevention and intervention programs;
  - c. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  - d. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
  - e. Teach students to advocate for themselves and others;
  - f. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  - g. Foster student collaborations that, in turn, foster a safe and supportive school climate.
8. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
9. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or

applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### VIII. NOTICE

1. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
2. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
3. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
4. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
5. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
6. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

##### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. Ch. 142E (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

##### Cross References:

- [Princeton Public Schools Policy 403](#) (Discipline, Suspension, and Dismissal of School District Employees)
- [Princeton Public School Policy 413](#) (Harassment and Violence)
- [Princeton Public Schools Policy 414](#) (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- [Princeton Public Schools Policy 415](#) (Mandated Reporting of Maltreatment of Vulnerable Adults)
- [Princeton Public Schools Policy 423](#) (Employee-Student Relationships)
- [Princeton Public School Policy 501](#) (School Weapons)
- [Princeton Public Schools Policy 506](#) (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- [Princeton Public Schools Policy 515](#) (Protection and Privacy of Pupil Records)
- [Princeton Public Schools Policy 521](#) (Student Disability Nondiscrimination)
- [Princeton Public Schools Policy 522](#) (Student Sex Nondiscrimination)
- [Princeton Public School Policy 524](#) (Internet Acceptable Use and Safety Policy)
- [Princeton Public School Policy 525](#) (Violence Prevention)
- [Princeton Public School Policy 526](#) (Hazing Prohibition)
- [Princeton Public Schools Policy 529](#) (Staff Notification of Violent Behavior by Students)
- [Princeton Public School Policy 709](#) (Student Transportation Safety Policy)
- [Princeton Public Schools Policy 711](#) (Video Recording on School Buses)
- [Princeton Public Schools Policy 712](#) (Video Surveillance Other Than on Buses)

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*Revised: August 4, 2020*

## **Protection and Privacy of Pupil Records Policy #515**

(Refer to ISD 477 Policy 515 - Revised November 19, 2019)

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

#### **A. Authorized Representative**

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

#### **B. Biometric Record**

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

#### **C. Dates of Attendance**

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

#### **D. Directory Information**

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

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

#### **E. Education Records**



- a. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
- b. What does not constitute an education record. The term, “education records,” does not include:
  - i. Records of instructional personnel which:
    1. are in the sole possession of the maker of the record; and
    2. are not accessible or revealed to any other individual except a substitute teacher; and
    3. are destroyed at the end of the school year.
  - ii. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    1. maintained separately from education records;
    2. maintained solely for law enforcement purposes; and
    3. disclosed only to law enforcement officials of the same jurisdiction.
  - iii. Records relating to an individual, including a student, who is employed by the school district which:
    1. are made and maintained in the normal course of business;
    2. relate exclusively to the individual in that individual's capacity as an employee; and
    3. are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.
  - iv. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
    1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
    2. made, maintained, or used only in connection with the provision of treatment to the student; and
    3. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
  - v. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

- a. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- b. Perform a supervisory or instructional task directly related to the student's education; or
- c. 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.
- d. Perform a task directly related to responding to a request for data.

I. Parent

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

J. Personally Identifiable

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

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

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means Superintendent.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

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

#### V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

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

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

## VI. DISCLOSURE OF EDUCATION RECORDS

### A. Consent Required for Disclosure

- a. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- b. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - i. a specification of the records to be disclosed;
  - ii. the purpose or purposes of the disclosure;
  - iii. the party or class of parties to whom the disclosure may be made;
  - iv. the consequences of giving informed consent; and
  - v. if appropriate, a termination date for the consent.
- c. When a disclosure is made under this subdivision:
  - i. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - ii. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- d. A signed and dated written consent may include a record and signature in electronic form that:
  - i. identifies and authenticates a particular person as the source of the electronic consent; and
  - ii. indicates such person's approval of the information contained in the electronic consent.
- e. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - i. in plain language;
  - ii. Dated;
  - iii. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - iv. specific as to the nature of the information the subject is authorizing to be disclosed;
  - v. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - vi. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - vii. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:
    1. life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or
    2. medical assistance under Minn. Stat. Ch. 256B or MinnesotaCare under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- f. Eligible Student Consent - Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

### B. Prior Consent for Disclosure Not Required

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

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

- c. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- d. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- e. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - i. determine eligibility for the aid;
  - ii. determine the amount of the aid;
  - iii. determine conditions for the aid; or
  - iv. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- f. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - i. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - ii. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
- g. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- h. To accrediting organizations in order to carry out their accrediting functions;
- i. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

- j. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
- k. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
- l. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
- m. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
- n. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
- o. To the parent of a student who is not an eligible student or to the student himself or herself;
- p. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- q. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
- r. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - i. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - ii. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies

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

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

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

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

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

C. Nonpublic School Students

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

- a. Pursuant to a valid court order;
- b. Pursuant to a statute specifically authorizing access to the private data; or
- c. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

- a. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - i. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - ii. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - iii. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
- b. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- c. A parent or eligible student may not opt out of the directory information disclosures to:
  - i. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - ii. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- d. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

- a. Name of the student and/or parent, as appropriate;
- b. Home address;

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

E. Duration

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

## VIII. DISCLOSURE OF PRIVATE RECORDS

### A. Private Records

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

### B. Private Records Not Accessible to Parent

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

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

### C. Private Records Not Accessible to Student

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

## IX. DISCLOSURE OF CONFIDENTIAL RECORDS

### A. Confidential Records

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

### B. Reports Under the Maltreatment of Minors Reporting Act

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

### C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil



legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- a. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- b. A complainant has access to a statement he or she provided to the school district.
- c. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
- d. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as nonpublic data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - i. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - ii. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - iii. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- e. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

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

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

## XII. LIMITS ON RE-DISCLOSURE

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

## XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

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

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

E. Record Keeping

- a. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - i. the parties who have requested or received personally identifiable information from the education records of the student;
  - ii. the legitimate interests these parties had in requesting or obtaining the information; and
  - iii. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- b. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - i. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - ii. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - iii. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- c. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- d. The record of requests of disclosures may be inspected by:
  - i. the parent of the student or the eligible student;
  - ii. the school official or his or her assistants who are responsible for the custody of the records; and
  - iii. the parties authorized by law to audit the record-keeping procedures of the school district.
- e. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - i. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - ii. the parties to whom the school district disclosed the information.
- f. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student  
The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
- B. Response to Request for Access  
The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- C. Right to Inspect and Review  
The right to inspect and review education records under Subdivision A. of this section includes:

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

## XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

- a. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- b. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- c. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

- C. If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.
- If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
  - If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
  - Any statement placed in the education records of the student under Subdivision B. of this section shall:
    - be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
    - if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.
- D. Conduct of Hearing
- The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
  - The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
  - The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
  - The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
- E. Appeal
- The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

#### XVI. PROBLEMS ACCESSING DATA

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

#### XVII. COMPLAINTS FOR NON COMPLIANCE WITH FERPA

- Where to File Complaints - Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.
- Content of Complaint - A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

#### XVIII. WAIVER

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

#### XIX. ANNUAL NOTIFICATION OF RIGHTS

- Contents of Notice - The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
  - That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
  - That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
- d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
- e. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
- f. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English - The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled - The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## XX. DESTRUCTION AND RETENTION OF RECORDS

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

## XXI. COPIES OF POLICY

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

### Legal References:

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

### Cross References:

- **Princeton Public Schools Policy 414** (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- **Princeton Public Schools Policy 417** (Chemical Use and Abuse)
- **Princeton Public Schools Policy 506** (Student Discipline)
- **Princeton Public Schools Policy 519** (Interviews of Students by Outside Agencies)
- **Princeton Public Schools Policy 520** (Student Surveys)
- **Princeton Public Schools Policy 711** (Video Recording on School Buses)
- MSBA Model Policy 906 (Community Notification of Predatory Offenders)
- MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)
- **Policy 515 Request for Information Form**

Adopted: April 23, 1996  
 Revised: January 14, 1997  
 Revised: August 10, 2004

## Student Medication Policy #516

(Refer to ISD 477 Policy 516 - Reviewed February 19, 2019)

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis in accordance with law and school district procedures.

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22. Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - a. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - d. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - e. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - i. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - ii. the inhaler is properly labeled for that student; and

- iii. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
- f. Medications:
  - i. that are used off school grounds;
  - ii. that are used in connection with athletics or extracurricular activities; or
  - iii. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- g. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
- h. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - i. possess epinephrine auto-injectors; or
  - ii. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.
- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References:

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

Cross References:

- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

*Adopted: November 10, 1988*

*Revised: June 22, 1999*



## Responsible Use Policy #524

### Responsible Use Policy Agreement

(Refer to ISD 477 Policy 524 - Reviewed August 4, 2020)

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

#### III. ACCEPTABLE USES

- A. Users are expected to use district Internet access through the district network to further educational and personal goals consistent with the mission of the school district and school policies.
- B. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- C. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- D. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- E. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

#### IV. USE OF SYSTEM IS A PRIVILEGE

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

#### V. UNACCEPTABLE USES

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

#### VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

#### VII. INTERNET USE AGREEMENT

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

#### VIII. IMPLEMENTATION; POLICY REVIEW

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

#### Legal References:

- 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
- 17 U.S.C. § 101 et seq. (Copyrights)
- 20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
- 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
- United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
- Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
- R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
- Tatro v. Univ. of Minnesota, 800 N. W. 2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
- S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) 524-11
- Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011) 2011

- Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
- Parents, Families and Friends of Lesbians and Gays, Inc. v. Camden R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
- M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
- J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

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

*Adopted: February 26, 2002*

*Adopted: February 22, 2005*

*Revised: December 8, 2009*

*Reviewed: March 22, 2011*

*Revised: March 13, 2012*

*Revised: September 2, 2014*

*Revised: September 1, 2015*

*Revised: April, 18 2017*

*Revised: May 21, 2019*

*Reviewed: August 4, 2020*

## Hazing Prohibition Policy #526

(Refer to ISD 477 Policy 526 - Reviewed November 19, 2019)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- A person who engages in an act of hazing reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

### III. DEFINITIONS

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

### IV. REPORTING PROCEDURES

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

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

complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observed, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students- or others pending completion of an investigation alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies, and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engages in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

#### VII. DISSEMINATION OF POLICY

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

#### Legal References:

- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References:

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

*Adopted: October 28, 1997*

*Revised: August 24, 2004*

*Revised: October 27, 2009*

*Revised: December 21, 2010*

*Revised: June 28, 2011*

*Revised: September 1, 2015*

*Reviewed: February 21, 2017*

*Reviewed: November 19, 2019*

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

(Refer to ISD 477 Policy 527 - Reviewed January 7, 2020)

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

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

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

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

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

- B. When there are unauthorized vehicles parked on school district property, school officials may:
- move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 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.

- 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.
- 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.
- 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.
- 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.
- 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*

## Immunizations Requirements Policy #530

(Refer to ISD 477 Policy 530 - Revised January 7, 2020)

### 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:
  - a. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
  - b. a medical statement, 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. 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 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:
  - a. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  - b. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  - c. review student health records to determine whether the required information has been provided; and
  - d. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment. [See Attachments A, B, C. and D]
- 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 (8th Cir. 2004)
- Op. Atty. Gen. 169-W (July 23, 1980)
- Op. Atty. Gen. 169-W (Jan. 17, 1968)

### Cross References:

- [Princeton Public School Policy 515](#) (Protection and Privacy of Pupil Records)

*Adopted: November 14, 2006*

*Revised: September 13, 201*

*Revised: September 1, 2015*

*Revised: March 21, 2017*

*Revised: January 7, 2020*

## Online Learning Options Policy #624

(Refer to ISD 477 Policy 624 - Revised February 18, 2020)

### I. PURPOSE

The purpose of this policy is to recognize and govern online learning options for students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning. This policy applies to students enrolling with an external online learning provider or through the Princeton Online Minnesota. This policy includes parameters for the establishment of procedures relevant to this policy.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. The District shall determine procedures and parameters for this access.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning student MSHSL activities eligibility is determined on the same basis as other enrolled students and will follow MSHSL guidelines, policies, bylaws and ISD477 Policy 510: Activities Program and other relevant district policies and Student Handbook procedures.
- F. The superintendent shall be responsible for the development of procedures that ensure appropriate implementation of this policy.

### III. DEFINITIONS

- A. "Enrolling district" means the school district or charter school in which a student is enrolled under Minn. Stat. § 122A.22, Subd. 4, for purposes of compulsory education.
- B. "Full-time online provider" means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- C. "Online course syllabus" is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to teacher communications, and the academic support available to the online learning student.
- D. "Digital learning" is a learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- F. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- G. "Seat-based learning" is a traditional form of learning delivered in a course taught by a teacher in a general school building classroom. This may include digital or blended learning.
- H. "Supplemental online learning" means an online course taken in place of a seat-based course period during the regular school day at a local district school in conjunction with other seat-based learning courses.
- I. "Student" is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minnesota Statute.
- J. "Online learning student" is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- K. "Supplemental Online Student" is an online student enrolled in less than or up to 50% of online courses per term.
- L. "POA" means Princeton Online Minnesota.
- M. "Resident Student" means a student who resides within the boundaries of ISD 477.
- N. "Nonresident Student" means a student who does not reside within the boundaries of ISD 477.
- O. "District" means ISD 477.
- P. "MDE" means The Minnesota Department of Education.
- Q. "Enrolling district" means the district that is providing the online learning course and content.

#### IV. DISSEMINATION AND RECEIPT OF INFORMATION

- A. The District shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
- B. The District will receive and maintain information provided to it by online learning providers.
- C. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the resident district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
- D. The District must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

#### V. STUDENT ENROLLMENT

- A. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
- B. The student and the student's parents/guardians must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the resident district according to MDE requirements and procedures. Nonresident students enrolling in POA will complete the online enrollment process found on the Princeton Public Schools website.
- C. Residents of ISD 477 enrolling in POA will follow procedures found in the Princeton High School Handbook and Registration Guide.
- D. Residents of ISD 477 enrolling in online learning from an external provider will follow enrollment procedures of the provider.
- E. For resident students enrolling with an online learning provider other than POA and for nonresident students enrolling in POA:
- F. A resident online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term in a single school year.
- G. To enroll in more than 50 percent of the student's full schedule of courses per term in online learning, the student must enroll in an approved full-time online learning program consistent with this policy.

- H. A nonresident student may enroll in POA as a full time online learning student after the term has begun up to the mid-term date of the term. The student's schedule may be adjusted to support course completion within the remaining academic term.
- I. An online learning student may complete coursework at a grade level that is different from the student's current grade level.

#### VI. CLASSROOM MEMBERSHIP AND TEACHER CONTACT TIME

- A. The district will reduce a resident student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
- B. The district will reduce the course schedule of a resident online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
- C. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from POA. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.

#### VII. ACADEMIC CREDIT: GRADUATION STANDARDS OR REQUIREMENTS

- A. The district shall apply the same graduation requirements to all students, including online learning students.
- B. The District will only recognize online learning credits towards graduation from online learning providers approved by MDE.
- C. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
  - 1. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
  - 2. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
  - 3. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

#### *Legal References:*

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
- Minn. Stat. § 124D.095 (Online Learning Option Act)

#### *Cross References:*

- [Princeton Public School Policy 509](#) (Enrollment of Nonresident Students)
- [Princeton Public School Policy 605](#) (Alternative Programs)
- [Princeton Public School Policy 613](#) (Graduation Requirements)

Adopted: May 22, 2007  
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Revised: January 17, 2017  
Revised: February 18, 2020

## COVID-19 Face Covering Policy #808

(Refer to ISD 477 Policy 808 - Adopted August 18, 2020)

### I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

### II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education for the duration of the executive orders.

- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

### **III. DEFINITION OF FACE COVERING**

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
  - 1. Paper or disposable mask;
  - 2. Cloth face mask;
  - 3. Scarf;
  - 4. Neck gaiter;
  - 5. Bandana;
  - 6. Religious face covering; and
  - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

### **IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING**

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
  - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
  - 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
  - 3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
  - 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
  - 1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
  - 2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
  - 3. During activities, such as swimming or showering, where the face covering will get wet;
  - 4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
  - 5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
  - 6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
  - 7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
  - 8. When required by school staff for the purposes of identification;
  - 9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;

10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

## **V. IMPLEMENTATION**

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with Princeton Public Schools Policy 504 – Student Dress and Appearance, this Policy shall control.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

## **VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE**

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to:
  1. children younger than 14 years old; or
  2. students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

### ***Legal References:***

- Emergency Executive Order 20-81
- Emergency Executive Order 20-82
- Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
- Minn. Stat. § 12.45 (Violations; Penalties)

### ***Cross References:***

- [Princeton Public Schools Policy 807](#) (Health and Safety Policy)
- Princeton Public Schools Policy 504 (Student Dress and Appearance)
- [Face Coverings Exemption Form](#)

