



PRINCETON
ONLINE MN

2024-2025

STAFF HANDBOOK

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MESSAGE FROM PRINCIPAL FULLER

August 2024

Dear Faculty and Staff:

The purpose of this handbook is to provide a quick reference to selected building rules, administrative guidelines, and district policies referenced frequently. It does not include all district policies, nor all the information found in the activities handbook, student handbook, and employment contracts. In most cases, the information provided is a summary of the full policy found on the district website.

Procedures in the staff handbook are subject to change. Any such changes will be communicated by the principal. In the case of a discrepancy between this handbook and other information, such as the student handbook or district policy or other communications, governing priority is as follows:

1. State and Federal Law
2. District Policy
3. Contract Language
4. District & administrative directives (i.e. needed to comply with MDE/MDH guidelines)
5. Student Handbook
6. Registration Guide
7. Staff Handbook

It is the responsibility of all employees to review this handbook thoroughly and abide by all district policies, procedures, and guidelines, regardless of whether they are included in or referenced in this handbook. District policies are available on the district website at <https://www.isd477.org/>.

It's a privilege to work with the outstanding staff we have at POM. Our school is part of a strong district whose purpose is outlined below.

Princeton Public Schools Mission

An innovative leader in instruction, developing in EVERY learner
the ability to succeed in an ever-changing world.

Vision

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

EQUAL EMPLOYMENT OPPORTUNITY

It is the school district's policy to provide equal employment opportunities for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

EQUAL EDUCATIONAL OPPORTUNITY

Princeton Schools will provide equal educational opportunity to all students served by the school district regardless of race, color, creed, sex, national origin, religion, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Action will be taken by the district to achieve compliance with this policy. Should any person(s) claim that there has been a violation of this policy, they should discuss the matter with the assistant principal that services them. If the matter is not solved at this level, the complainant may discuss grievance procedure with the principal. If the issue is not then resolved at this level, the complaint is filed with the superintendent. (For complete policy, see District Policy 102.)

Thank you for your attention to this handbook, and thank you for your work and dedication to our POM students. Please feel free to discuss any issues with me or to request further information.

Sincerely,

Rebecca Fuller
Principal

GENERAL INFORMATION

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 an unplanned flexible learning day in the same way that school cancellations are made. Students, staff and parents are informed of pre-planned flexible learning days via school calendars and regular communication structures.

Employee Expectations for Flexible Learning Days

Teachers: May work remotely if all expectations are met. May work on campus but may not bring in students.

Paras: May report on site or take personal or business leave.

Clerical: May report on site or take personal or business leave.

Administration: May report on site or take personal leave.

Custodial: See relevant contract or contact Director of Building & Grounds

Food Service: See relevant contract or contact Director of Food Service

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. The District will send a phone message via the Skylert system announcing the school closing or late start, as well as an announcement via the following radio and TV stations and websites:

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

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

Websites: www.isd477.org
www.wcco.com
www.kare11.com

ADDITIONAL DOCUMENTS STAFF IS RESPONSIBLE FOR

[Princeton Public Schools Employee Handbook](#) All employees are expected to follow all information related to employment in our District. Orientation is completed upon employment.

[POM K-8 Student Handbook](#) All POM K-8 staff are expected to understand and implement the student handbook for POM.

POM K-8 Calendar 2024-2025



POM K-8 2024-25 Calendar



August 2024

26-29 Staff Workshop Days

September 2024

2 Labor Day
3 First Day of School

October 2024

17-18 No School for Students & Staff

November 2024

7 Last Day of Quarter 1
8 No School for Students-Staff Workshops
28-29 Thanksgiving Break

December 2024

23-31 Winter Break
No School for Students & Staff

January 2025

1-3 Winter Break
23 Last day of Quarter 2 / Semester 1
24 No School for Students-Staff Workshop

February 2025

17 President's Day

March 2025

27 Last Day of Quarter 3
28 No School for Students
Staff Workshop Day

April 2025

18-21 Spring Break
No School for Students & Staff

May 2025

26 Memorial Day
No School for Students & Staff
29 Last Day of School
30 High School Graduation
30 Staff Workshop Day

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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28	29	30	31			

August 2024						
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September 2024						
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29	30					

October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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30	31					

April 2025						
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May 2025						
Su	M	Tu	W	Th	F	Sa
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June 2025						
Su	M	Tu	W	Th	F	Sa
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WORK ENVIRONMENT & ROUTINES

VIRTUAL CLASSROOM RESPONSIBILITIES

PARTNERSHIP BETWEEN PRINCETON PUBLIC SCHOOLS & VENTURE UPWARD (VU)

Venture Upward is the curriculum company for our K-8 POM. A visual comparison could be described as Venture Upward being a tool similar to traditional paper-based curriculum guides/resource kits, with all the bells and whistles that teachers use in a traditional B-&-M school. The main difference between Venture and a learning app is that we work directly with people, not just with the app chat box or AI technology.

Venture Upward Resources

As a curriculum company, VU currently provides additional support to POM.

- VU Teacher Manager: (Dakota Lawrence) Responsibilities include: training of teachers in VU curriculum, training of parents/families in VU curriculum, support in other requested areas. (ex. lead staff meetings)
- VU MTSS Support: (Amanda Webb) Responsibilities include: suggesting and collecting data using POM MTSS process, resource in suggested interventions with families.

Partnership Enrollment Process for Families

Princeton Online Minnesota (POM) is the main entity (the Virtual School Building) where families enroll their children in Princeton Public Schools. As a Virtual Building the following steps are taken to complete the “Welcome Procedures” for all enrolled students.

- Welcome email is sent by the Principal upon enrollment
- Family is Assigned (K-5 or 6-8) a Family Teacher Coach in the POM Master Student Class List
 - Welcome email sent from FTC
 - Academic Planning Meeting completed by FTC
 - District Email and Password given to families with instructions on entering the POM K-8 Clever landing page. All links are available for families on this landing page.
 - Students are given Username and Password for VU Basecamp Access in Clever

GRADEBOOK: Teachers must keep the Basecamp Student Gradebook up-to-date by the end of the day on Wednesday, each week. Teachers will enter all final quarter grades into Skyward from Basecamp by the scheduled due dates.

PHONE NUMBER: Teachers will establish a Google-Voice number for communication with families and staff. Using this number for text or voice is allowed. Please list as Office Number on your syllabi.

PREPARATION OF LESSON PLANS FOR SUBSTITUTES: Teachers will share lesson plans via Google drive to [Folder K-8 Teacher Substitute Plan](#) prior to an absence if possible or the morning of an absence. Teachers will use the lesson plan template at this link [Sub Plan Template](#).

TEACHER EVALUATIONS

The building principal and assistant principals will visit and evaluate tenured and non-tenured high school staff. Formal teacher observations will be conducted using the updated version of *iObservation*, featuring frameworks by Dr. Robert Marzano. Informal visits are made by administration at their discretion. Non-tenured teachers will be evaluated at least three times a year by administration. Tenured teachers will be evaluated at least every third year. Pre- and post-conference discussion will typically include, but will not be limited to, feedback on the following general areas. Example questions follow each.

- Review of the teaching/learning map
 - What components are visible during the lesson?
- Presence of a posted learning goal that is aligned to a standard
 - Was there a learning goal posted?

- Was the learning goal referred to?
- What standard is the learning goal aligned to?
- Use of learning progression to help students track their own progress toward the goal
 - Was there a learning progression available to students?
 - How was it used by students or the teacher?
- Level of rigor (using the Marzano Taxonomy) the students are engaged in during the lesson or activity
 - What cognitive level were students engaged in? (Retrieval, Comprehension, Analysis, Knowledge Utilization)
- Method used for monitoring student engagement and learning
 - What monitoring strategies were used by the teacher?
 - What actions, if any, were taken by the teacher as a result of monitoring?
- Student centered classroom
 - What evidence was there of a student-centered lesson and classroom?
 - Was this better suited to less student-centeredness?

PERSONAL APPEARANCE

Personal appearance of all Princeton Online MN staff members should reflect the professional nature of their position and adhere to relevant policies prohibiting promotion of alcohol and tobacco use. All staff members are expected to abide by the prohibited dress and grooming referenced in [Policy 504](#).

STAFF ABSENCES

This section does not supersede employee group contracts, negotiated agreements and work agreements. The information below reflects the most common issues that arise. Contracts may vary from the information below. Check your contract or contact your principal or Director of Human Resources if needed. Contracts are found on the district web site. Absences are reported in Aesop in order to request a sub. Leaves of absence are required to be requested prior to the leave in order to obtain approval.

LEAVING THE BUILDING (On-site staff only): All staff may leave school during their lunch period or conference period. Staff utilizing this option must sign out on the [PHS Teacher Sign-Out](#) document found in Drive, and likewise must sign in upon return to the building. Staff will not be permitted to complete the "time in" column prior to their return. This is part of our emergency response protocol because it is important for us to be able to account for and locate all students and staff in case of emergency.

LEAVE REQUEST/NOTIFICATION: The district uses an automated absence/substitute notification system called Frontline Absence Management (formerly AESOP). Absences may be reported by logging onto [AESOP/Frontline](#) to report the date, time and reason for your absence. You can also indicate whether a substitute is required (defaulted to YES) as well as customize the time of your absence. ALL absences must be recorded in Aesop, whether for one hour or all day, including those times when no sub is required. If the absence is for staff development or a school activity, a brief description/name of the activity is required. If you have not been informed of whether the staff development absence is for District Staff Development or Building Staff Development, check with the Principal before making the selection.

DISCRETIONARY LEAVE / BEREAVEMENT LEAVE: Employee group negotiated contracts vary in whether these leaves are available, how many are available and under what circumstances. Employees are to consult their relevant contract for explanation of these benefits. Advanced notification of these leaves may apply, and there is a limit to the number of pre-approved discretionary leaves on any given day. Request known leave needs as far in advance as possible. Submission of doctor notes substantiating absences may be requested by administration.

LEAVE WITHOUT PAY: Discretionary leave and other applicable leaves are to be used before requesting leave without pay. Leave without pay must be requested at least three days in advance and pre-approved prior to requesting a sub in Aesop. Leave without pay must be requested from the human resource director in writing

(email is sufficient). Employees are to communicate with the Principal before requesting “leave without pay” in the TimeClock system and before requesting a sub for such leave in Aesop. A simple way is to copy the principal on the email to the human resource director.

PROFESSIONAL LEAVE: Pre-approval for workshop or conference attendance is required. To request professional leave preapproval and/or professional leave funds, complete the [Request for Professional Development Funds](#) form and submit it to the principal at least two weeks in advance. All costs associated with this leave, including sub costs, are to be included on the form. Employees may not submit a request for any expenses, including travel expenses, until they are incurred and unless they were pre-approved. See [ISD477 Policy 412](#), Employee Travel Expense Reimbursement, for additional information.

EXTRA-DUTY PAY

Staff who assume extra-duty responsibilities may be eligible for compensation. Extra-duty assignments include such activities as substitute teaching, bus chaperone, ticket taker, scorekeeper, etc. All extra-duty pay is subject to pre-approval.

WORK DAY

Teacher Work Day: The teacher work is flexible with an expected daily 4 hours, Monday through Friday.

Paraprofessional & Clerical Work Day: Assigned individually by administration

The duty day applies unless a temporary flexible schedule has been formally approved by the principal. Part-time teachers will have a different duty day, depending on their contract. POM half-time teachers will be expected to attend weekly staff meetings, requested student meetings, student-parent conferences, and/or additional duties as assigned by administration.

Note that in case of emergency all staff will remain on duty until released.

COMMUNICATIONS

ANNOUNCEMENTS & INFORMATION

PRINCIPAL UPDATE:

[Princeton Online MN \(POM\) Weekly Meeting Agenda, Documents, and Information.](#) Is used to give important information related to programming.

It’s important that staff members read these updates in order to stay informed. If you would like to include an item in News N Notes, send it to the principal. The purposes of this communication are to:

- Provide consistent method of communicating important school-related news and notes
- Reduce the number of emails sent from the office
- Eliminates staff meeting time used for the items that can be dealt with in News N Notes
- Provides opportunities to see current educational information
- Share positive events and happenings of our students, staff, and school

DATA PRIVACY

Employees are advised to choose a safe and secure location to work from, and to maintain high levels of confidentiality. Employees need to be extremely careful when doing work outside the school, including proper storage or disposal of papers or confidential records.

Employees are not to furnish lists of students' names, contact information, or personal information to any individual or group without the permission of the principal. This includes information about parents and guardians and their contact information. It also includes information about staff members. Sharing of student

information, even verbally, with other staff may be a data privacy violation. Casual discussion among colleagues about students or other staff members may be prohibited.

ONLINE COMMUNICATIONS

E-MAIL: Most intra-building communications are done via email. Check your messages periodically each day. Students are not allowed access to staff email at any time. Your district email account is for school business only and is not private.

SOCIAL MEDIA: The district maintains Facebook and Twitter accounts. Staff Members are encouraged to submit items for these platforms. Information and directions for these submissions will be shared during the school year. When posting to school sites, be mindful that not all students and their parents have given permission for their image to be shared. MSHSL activities are open for posting. Staff members should refrain from posting school-related items on personal social media sites.

NEWSLETTERS: The district provides a periodic newsletter to patrons a few times each year.

- POM provides a monthly update to parents and students (and staff) on a regular basis via Skyward emails.
- Family Teacher Coaches provide a weekly newsletter to students and families sent by noon each Monday.
- VU sends monthly newsletters promoting their extra curricular opportunities for families.

WEB SITES: The POM program and the Princeton District maintains a web site. This online presence is one of the most important communication tools we have. If a staff member notices inaccurate or outdated material on the web site, they are encouraged to bring that to the attention of the technology department.

ONLINE CLASSROOM: All teachers must have an online classroom site established for every course taught at the time it is taught. This must be a Schoology Classroom site. The site and how to access it is to be referenced in each course syllabus and used for communicating assignments for flexible learning days.

SPAM AND SCAM AWARENESS: The district email filter moves some emails to SPAM that flag the system's alerts. If an email is shifted to SPAM, it probably should be there. There are a few occasional exceptions where the filter sees company emails (SMART, TimeClock, Pinterest, etc) as mass SPAM sends. If you see a message in SPAM from someone you supposedly know, always check the return email address, not just the name. Anyone can fake names, but they cannot fake the actual email address.

- A Supervisor or Administrator will NEVER ask you via email for your personal Cell number to contact them in an emergency.
- A Supervisor or Administrator will NEVER ask you to purchase anything for them as a favor or by not following the district purchase procedures. Be especially aware of being asked to purchase Gift Cards, via email or texting.
- No one from HelpDesk will ever ask for any of your passwords via Email or Text message

REQUESTING TECHNICAL ASSISTANCE

Employees are expected to use their district-issued device while working remotely. One screen is issued by the district, but remote teachers can set up their own “office” as desired.

- Employees must be able to troubleshoot their own connectivity issues including but not limited to interruptions in wi-fi and slow internet speeds.

Technology Help Desk: Staff HelpDesk portal is linked behind the Staff Portal on the district website: <https://isd477.on.spiceworks.com/portal>

Buildings and Grounds: HelpDesk portal and an email link to submit tickets
<https://isd477bg.on.spiceworks.com/portal>

To submit a ticket, you have to authenticate with your email address every time you submit one.

MEETINGS AND COMMITTEES

Employees must follow the regularly scheduled school hours and be available for LIVE class meetings, staff meetings, PLCs, etc. and are expected to be on time.

STAFF MEETINGS: Weekly staff meetings are an important part of POM and Venture Upward communications and professional development. Although referred to as “staff meetings”, these regular meetings are designed primarily for teachers. However, any staff member is welcome to attend. All teachers are expected to attend the meetings unless prior arrangements have been made with the principal. IEPs and other meetings are not to be scheduled during these times. These dates will be posted in [Princeton Online MN \(POM\) Weekly Meeting Agenda, Documents, and Information](#).

SCHEDULING MEETINGS: It is strongly recommended to avoid scheduling meetings during the first week of school, the week before winter break, and the last two weeks of school. This is not always possible, but building administration will be very thoughtful about setting any meetings during these times and encourages departments, teams, and teachers to do the same. These are not just busy times for staff, but are very important times for staff to be vigilant in hallway supervision and in connecting with students.

PROFESSIONAL LEARNING COMMUNITIES (PLC): In the Princeton District, all licensed staff are assigned to a PLC and expected to attend and participate fully. The Weekly Staff Meeting will be used to fulfill the requirements for the POM K-8 PLC. IEP and 504 Plan meetings are not scheduled during this time without approval from the principal.

View the district committee structure at this link, [ISD 477 Organizational Structure](#).

PARENT TEACHER CONFERENCES (PTC)

Connecting with parents is an important part of teaching and learning and teachers are encouraged to connect with parents at any time there is a concern as well as for occasional celebratory conversations.

Scheduled Yearly Conferences: Meeting with families is frequent in our program. Formal meetings are the following:

- **“Academic Planning Meeting”** will take place within 72 hours of enrolling in our program. The assigned “Family Teacher Coach” will be the first point of contact with the following guide. [Academic Planning Meeting Outline](#)
- **Parent Teacher Conferences** will take place at second semester. A two week window will be identified for the Family Teacher Coach to set up family meetings.
 - Scheduled Virtual Meetings

Guidelines and Suggestions for Successful Conferences:

- Be prepared and have student information available in order to share academic progress based on observations, assessment data and any formative assessments documentation available.
- Ask questions and listen attentively to parents/guardians to learn about the student.
- Discuss issues that may be interfering with students' learning and growth.
- Open with positives even if that is just a positive and friendly greeting and statement that you are pleased to serve the student in class.
- Avoid teacher-talk and education jargon and acronyms and explain any possibly unfamiliar terms.
- Do not discuss other students or name them.
- Help make a plan for activities and strategies the parent can try at home.
- Use straightforward, honest language and avoid sugar-coating information.
- Follow up after the conference with a note/email of thanks or encouragement.

STUDENT ATTENDANCE

PROCEDURES AND EXPECTATIONS

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

Minimum Attendance

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

- **Academic Progress**

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

ABSENCES:

If a child will be out of school, their absence must be reported to be considered Excused. Report their absence either by calling the office at 763-389-6069 or submitting the online form at <https://www.isd477.org/primary-school/families/report-an-absence> as soon as possible.

PARENT/GUARDIAN NOTIFICATION OF ABSENCES: Parents/guardians will be notified daily, as able, by an automated telephone system if their student is absent from any class. Student attendance is reviewed periodically by administration and/or counselors and action is taken as the situation warrants. Student attendance is enclosed when grades are sent home, and parents can also monitor attendance on-line, but the most valuable approach for parents to learn the effect of mounting absences on academic progress is for the classroom teacher to call home.

CLASSROOM MANAGEMENT AND SUPERVISION

PBIS CLASSROOM MANAGEMENT

Unfortunately, there is no single set of guidelines that will guarantee success in improving student behavior, but research suggests a few guidelines that will help. The POM K-8 has adopted the Positive Behavior Intervention and Support (PBIS) framework known as “**Tiger Pride**.” The foundation of Tiger Pride is relationships with students and one another while teaching expected behaviors within the school system. These expectations are taught throughout the school year. Discipline and natural consequences are learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of Tiger Pride is to develop an understanding of appropriate and expected behaviors. As a result, students are in a positive and productive learning environment, enabling students to strive for excellence.

Tiger Pride expectations are taught to students in various ways to 1) Respect Myself 2) Respect Others 3) Respect Property 4) Respect Community.

Managing student behaviors in the virtual classroom will be generally more effective if the following guidelines are observed:

- Make your expectations clear. Set high behavior standards for your students then teach and re-teach these expectations. State them in a positive manner (Ex. "Students will demonstrate respect for self, others and property."). Review them frequently and present students with written statements of your rules. Post

classroom expectations: research suggests that limiting your written expectations to three or four statements is more effective than a longer more inclusive list.

- When correcting students, offer a replacement behavior (Ex. “Rather than shouting out questions, please raise your hand and I will call on you.”).
- Avoid repeated warnings. When directing a student to stop a behavior it is generally more effective to tell them what he or she should be doing than what he or she shouldn’t be doing. (Ex. “Josh, right now you are talking. You should be listening to directions quietly.”)
- Avoid personal put-downs and sarcasm. Humiliation will not benefit a student needing redirection. Research done by proponents of PBIS indicates that specific praise and acknowledgement for correct behaviors can be very effective in maintaining classroom standards. (Ex. “Amber and Jeremy, thanks for being quiet and patient while I helped Sarah.”)
- If you become aware that students in one of your classes are regularly failing to follow expectations, it is likely that it’s time to review and re-teach your classroom standards and procedures.
- When you call a student’s parent about a concern, begin by sharing something positive about the student before sharing the concern.

Matrix example:

Tiger Pride Expectations

	Meetings	LIVE Classroom	Home Classroom	Internet Safety	Community Events
Respect Myself	<ul style="list-style-type: none"> * Ears listening * Sit safely on my pockets * Body still * Think about why I am in the meeting 	<ul style="list-style-type: none"> * Be prepared to listen and learn * Try my Best * Say kind things to myself * Keep facing forward and keep up with the group 	<ul style="list-style-type: none"> * Be prepared to learn * Say kind things to myself * Try my Best * Ask clarifying questions * Be proud of my best work 	<ul style="list-style-type: none"> * Never post pictures * Never share private information * Listen and follow directions * Pause & Think moments 	<ul style="list-style-type: none"> * Move slowly and calmly * Focus on my own needs * Have safe shoes * Meet someone new
Respect Others	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Hands to self * Eyes watching * Listen, share, and take turns 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Listen, share, and take turns * Raise my hand and listen to others 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Keep hands & feet to myself * Allow others to work 	<ul style="list-style-type: none"> * Use kind and polite words * Understand how others feel * Give credit to the author 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Watch out for others * Ask my parent/teacher for permission to leave * Say “Please” & “Thank you”

Respect Property	<ul style="list-style-type: none"> * Use materials properly * Stay in the camera area 	<ul style="list-style-type: none"> * Use equipment properly * Follow the rules of the house * Appreciate others' work with eyes and words 	<ul style="list-style-type: none"> * Keep my hands by my side * Keep the room clean and organized * Put materials away 	<ul style="list-style-type: none"> * Use materials properly * Unplug the screens * Use strong passwords 	<ul style="list-style-type: none"> * Keep hands & feet to myself * Follow directions * Play fair
Respect Community	<ul style="list-style-type: none"> * Give my attention to teachers and speakers * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Ask, "is it true?" * Go to safe sites * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Be respectful on field trips * Encourage others to make good choices

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

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

STUDENT SUPERVISION

Every teacher is responsible for his/her virtual class at all times and/or for students assigned to them. School Board policy does not allow for a teacher leaving an assigned class of students for a break or to leave students unsupervised for any length of time or purpose. Students are not permitted to be in a virtual classroom without the direct supervision of a teacher.

Faculty members supervising students at school are responsible for those students. Faculty members must ensure that reasonable precautions are taken to insure the student's safety and welfare. **At no time should students be left unsupervised.**

CONSEQUENCES AND/OR REMOVAL OF STUDENT

At times it becomes necessary to remove a student from the classroom because of a distraction or safety issue that affects other students. Once a student is removed, his/her education is affected; therefore, students are removed only after the classroom teacher has attempted other interventions to change the behavior, and these interventions have been unsuccessful.

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

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

- Conference/Process with student
- Warning

- Parent contact
- Classroom adjustments (ex-seating chart, choices, re-do missed work, etc).
- Restitution
- Apology
- Loss of privilege
- Referral to Police Liaison Officer
- Other

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

STUDENT 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 in an online environment. Dress and/or grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The Princeton Online MN aligns with and follows Policy 504.

- **Unacceptable clothing and accessories include but are not limited to:**
 - o See-through clothing, halters, tube tops, short shorts/skirts or exposed midriff
 - o Exposed underwear/undergarments
 - o Any items that are offensive or inappropriate
 - o Pants or shorts worn below the hips
 - o Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations, profanity, or derogatory to a protected minority group or is a historical symbol of intolerance or hate.

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

VISITORS

Teachers are encouraged to have guests as speakers or resource people to present to their virtual classroom regarding career information or content presentation. The classroom visitor's purpose is needed to be relevant to the course content. Notify the Principal prior to the speaker by email including the name of visitor, purpose of the visitor and expected date of event. Students are not permitted to bring other students to a LIVE Session as visitors unless the school principal grants special permission.

INSTRUCTION AND ASSESSMENT

COURSE CONTENT

ISD477 provides instruction that is aligned to the Minnesota Academic Standards and has adopted an instructional model based on the Marzano elements of effective instruction. All courses are required to have a course syllabus that is provided to students on the first day of each trimester and accessible to students and parents in Schoology. Teachers are responsible to deliver instruction and assessment that meets the relevant state standards and essential outcomes as determined by the school district. Course content is housed in the ATLAS system.

Princeton Public Schools complies with all copyright laws. These are not always clear. Consult the media specialist or principal if clarification is needed. The showing of a full length feature film requires licensing. Showing of a full length feature film, or nearly the full length, without appropriate licensing is not supported. Also see sections on Copyright, Media Center support and Video/Film/Recording.

CONTROVERSIAL TOPICS

While in the presence of students at school, in a school vehicle, or at a school sponsored event or activity, School District employees are cautioned to preserve objectivity regarding personal views, opinions, or beliefs on religion or political issues. Controversial topics may be part of the standards of the course or may come up incidentally through natural discussion in the classroom.

ISD477 does not expect teachers and other staff members to avoid discussion of controversial issues in the classroom. However, it is important to recognize that educators and all school employees have a platform and influence by nature of their position and should approach such topics as a facilitator. Topics may become controversial when values, interests and beliefs vary or come in question or opposition with others, or when issues cause emotional responses.

Guidelines for facilitation of controversial topics:

- Establish clear ground rules for discussion.
- Model civil communication and behavior.
- Maintain discussion connection to learning targets, District Mission and Vision, and Habits of a Tiger.
- Moderate negative thinking and strong emotions in your students and in yourself.
- Re-direct, correct, and/or intervene when communication or behavior is disrespectful during a discussion.
- Report racially motivated, discriminatory or threatening statements to administration as soon as possible.

GRADING

BaseCamp: Students and parents/guardians will be checking progress by logging into BaseCamp. Questions about student progress will be directed to the instructor of the specific course.

- **Grade to Date:** Comprising the quantity and quality of the work a student has currently completed in the course.
- **Cumulative Grade:** Includes all assessments in the course, even ones that have not been completed. This would be the student's final grade if it were the end of the grading period.
- **Percent Complete:** Students should complete one module per week per subject area.

Skyward: Skyward grades will be posted at the end of the quarter. Follow grading deadlines assigned.

Grade Calculation Guide Grade Percentage (range) Grade:

A 93-100%	B+ 88-89%	C+ 78-79%	D+ 68-69%	U 59%-below
A- 90-92%	B 83-87%	C 73-77%	D 63-67%	
	B- 80-82%	C- 70-72%	D- 60-62%	
Proficient	Basic	Emerging	Needs Improvement	Unsatisfactory

See [POM K-8 HANDBOOK](#) FOR ADDITIONAL GRADING INFORMATION.

Follow POM K-8 Calendar for Quarter Grading Deadlines.

MARKING AND GRADING SYSTEM

ACADEMIC DISHONESTY

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

- Academic Integrity is being honest when conducting business or completing assignments at school or online. A student has violated the code of academic integrity when he/she plagiarizes, forges a document or parent note, falsely records data from a science experiment, cheats or helps a classmate to cheat, submits work that he/she did not do, submits work that was taken from a website, or submits work that has already been turned in for a grade in another class.
- Plagiarism is using another person's words or ideas without properly citing your source. It can be either intentional or unintentional.

SUPPORT SERVICES

TECHNOLOGY: Teachers are encouraged to use all available technology to enhance classroom teaching. For assistance, contact the media specialist. Based on the availability of the media specialist, teachers may be asked to fill out a technology work order.

VIDEO/DVD/MOVIES/RECORDINGS USE: The media specialist at Princeton High School can assist with copyright questions and needs. Personal ownership does not supersede copyright law or district policy. District #477 supports appropriate use of media recordings for enhancing learning. The following expectations are used in determining what material is appropriate for your class.

1. Video/recordings used in the classroom must be directly related to the instructional unit.
2. Video/recordings are not to be used for rewards or non-instructional purposes without permission from the principal.
3. **Showing a full length feature film requires licensing. Showing of a full length feature film, or nearly the full length, without appropriate licensing is not supported.**
4. **If a full length movie is desired to be part of a course it will be documented on the course syllabus at the start of the course. The appropriate license will also be documented. The teacher is responsible for appropriate licensure and informing the principal of its inclusion.**
5. R and PG13 rated movies are not permitted.
6. Video/recordings are to be previewed by the teacher to examine content for viewer audience appropriateness.
7. Video/recordings must have pre- and/or post- learning activities.
8. Video/recordings are regulated by various restrictions. Many require a public viewing license. Consult the media specialist in your building regarding specific restrictions and the current copyright laws. Personal ownership does not supersede copyright law or district policy.
9. Any video/recordings that are challenged will be subject to the guidelines of Policy 606 for materials selection challenge.

SPECIAL EDUCATION

Students who have needs that require individualized interventions may qualify for Special Education. If you have a student who may be in need of such service, please use the MTSS process and our weekly meetings. All 504 plans will be overseen by Rebecca Fuller.

PURCHASING AND EXPENSES

PURCHASING PROCEDURES - *ALL PURCHASES REQUIRE PRE APPROVAL*

Before any purchase is made for the classroom, clubs, or activity, etc., the electronic purchase order request (Laserfiche) must be completed. This request form must include all charges (price, shipping & handling, discount), and 17-digit budget code(s). Once completed and submitted, it will be routed to the building principal for approval. The POM secretary then enters the purchase requests electronically, which are then approved at the

district office. The Purchase Request form can be found in the Staff Portal on the district website > Staff Quicklinks > Purchasing Request (LF), or at the following link: laserfiche.isd477.org/Forms/purchaserequest.

SUPPLIES (Remote Site): General supply requests should be made by filling out a "Office Supplies Needed" form at the beginning and middle of the year. Administration will need to approve your order followed with an amazon order being placed and sent to your office location. The requests will generally be filled as soon as possible, but please do not expect immediate service.

REIMBURSEMENT FOR PRE-APPROVED TRAVEL EXPENDITURES

Employees may request reimbursement for pre-approved travel expenses that were included on an approved request for professional development ([Request for Professional Development Funds](https://laserfiche.isd477.org/Forms/professionaldevelopment)) or that are incurred as part of an assigned duty. This does not apply to personal travel to and from work site/location. Reimbursement for purchases of items that were not pre-approved or an eligible part of travel expenses are not accepted.

Once professional development requests, including registration, travel, lodging arrangements have been pre-approved, the requesting staff member is responsible to arrange time with the building secretary to process any registration or reservations. Registrations and reservations made with personal credit cards or cash are not reimbursable. Pre-approved charges such as meals, taxis, parking, to personal credit cards or made with cash may be reimbursable if all district requirements are met including itemized receipts. Receipts that include non reimbursable items such as alcoholic beverages or the purchase of another person's meal are not accepted.

Requests for reimbursements that do not follow district procedures/guidelines will be deducted from the request. The reimbursement request can be found online at the district's website under Payroll and Finance (laserfiche.isd477.org/Forms/reimbursmentrequest). It is required to upload any receipts, mapquest, etc., click 'submit', and the request is then routed to the building principal for approval. (Policy 412.1) Employees may be reimbursed at the current government rate for travel that has been pre-approved by the principal. This rate is subject to change in January each year and is auto-calculated on the reimbursement request. When requesting mileage reimbursement, a mapquest printout of mileage from the school to the location, or your home and location (whichever is closer) is required.

Staff will be reimbursed for pre-approved travel expenses for professional activities. Complete the laserfiche reimbursement form according to the following guidelines:

1. All requests for reimbursement must have itemized receipts attached. If using a school credit card, obtain a receipt with an itemized list of items paid for. A credit card slip including the total amount only, and not the items purchased, is not allowable.
2. All requests for mileage/expense reimbursement must be completed and submitted for reimbursement within thirty (30) days of the end of the month in which the expense was incurred.
3. Maximum reimbursement for meals per person are as follows: Breakfast - \$13.00, Lunch - \$16.00, and Dinner - \$23.00. These amounts are subject to change.
4. Expenses may only be reimbursed for the requesting employee. That means that one person cannot be reimbursed for the expenses incurred by another.
5. Reimbursement can not be made or requested until the expense has actually occurred.

DISTRICT POLICIES AND PROCEDURES

Staff members are expected to be informed and observant of all district policies. Policies are available in their entirety on the district website at www.isd477.org.

DEPOSITING PROCEDURES

All monies collected for class fees, parking fees, field trips, fines, etc. are to be done online via RevTrak. RevTrak generates the receipt for the parent and the teacher. Contact Jake Tou (ext. 6185) in the district office to set up collection accounts. **Staff members do not collect fees.**

STAFF USE OF SOCIAL NETWORKING AND OTHER FORMS OF ELECTRONIC COMMUNICATION

The District promotes all staff to utilize technology to teach, communicate, and bring the world into the classroom. It supports the use of current technology in ways that promote, support, and maintain strong, appropriate relationships between staff and students. The District's expectation is that staff will use maturity, common sense, and sound professional judgment in all interactions with students, parents, and community members.

MANDATED REPORTING ([Policy 414](#))

All education professionals are mandatory reporters of suspected child abuse and neglect. State law requires that you report a suspicion of abuse and/or neglect or be liable for the consequences of unreported continued abuse.

Minn. Stat. §626.557 states:

"Subd. 3. Persons mandated to report, (a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department, or the county sheriff if the person is:

- 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, or law enforcement."

If you suspect a student has been or is being abused or neglected, you must complete a report and call the student's county social service agency to make a verbal report. If you would like assistance with the report, see a counselor or an administrator. Once the phone call is complete the agency will make a determination about whether or not to investigate. **SCHOOL EMPLOYEES ARE MANDATORY REPORTERS** and must make the call. A mandated reporter who fails to report suspected or known abuse or neglect may be subjected to criminal penalties and/or discipline, up to and including termination of employment.

STUDENT FUNDRAISING ([Policy 511](#))

District policies prohibit fundraising without administrative approval. Submit this form to the principal or activities director. [511 - Fundraising Request & Approval Form](#)

The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraints to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. Fundraising during the school day is not allowed. School fundraisers are approved fundraisers conducted by students, staff, or parent groups. These fundraisers fall under the provisions of Section IV of School Board Policy 511. Non-School fundraisers are fundraisers conducted by groups outside the jurisdiction of the schools.

The purpose of each fundraiser must be identified and the principal (or Activities Director) and school board must approve all school fundraising in advance. A form shall be available in each district building for this approval.

ACCEPTANCE OF GIFTS ([Policy 706](#)) ([Policy 421](#) addresses gifts to employees)

From time to time, patrons or organizations contribute gifts for specific programs or purposes and sometimes for unspecified uses. All such gifts are the property of ISD477 and are to be reported to administration. A receipt of

gift form must be completed and submitted to the principal who will forward it to the school board for approval of receipt. Contact the principal's office for gift receipt approval request form and procedures.

GRANTS

ISD477 has a grant process. The initial step is to acquire administrative approval to pursue the grant. All grant monies are the property of ISD477 and subject to district procedures and administrative oversight. Use the [Grant Application Request Form](#) to obtain approval to pursue a grant.

HARASSMENT AND VIOLENCE ([Policy 413](#))

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. Princeton district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

CHEMICAL USE REPORTING ([Policy 417](#))

Any teacher who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on school property or while engaged in a school-sponsored activity shall immediately notify an administrator. If it is a general concern rather than knowledge of a specific incident, consult with a dean about the student.

DRUG FREE WORKPLACE, DRUG FREE SCHOOL POLICY ([Policy 418](#))

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

EMPLOYEE/STUDENT RELATIONSHIPS ([Policy 423](#))

Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

LICENSE STATUS ([Policy 424](#))

The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

PROHIBITION OF WEAPONS ([Policy 501](#))

The safety and well being of students and staff members is of paramount concern to the Princeton School District. 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 the weapons 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.

BULLYING PROHIBITION ([Policy 514](#)) - Summary

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. 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. Report suspected incidents of bullying to administration.

Bullying is intimidating, threatening, abusing, or harming conduct towards another and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct.
2. The conduct is repeated and/or forms a pattern.
3. The behavior materially and substantially interferes with a student's education opportunities or performance or ability to participate in school functions.
4. The term bullying also includes "Cyberbullying" which is defined as bullying using technology and or other electronic communications.

Reporting procedures Summary:

1. Any person who believes he or she has been the target or victim of bullying or any person with the knowledge or belief that conduct may constitute bullying should immediately report such behaviors to the designated school official. Bullying may be reported anonymously.
2. Reports may be done verbally or by completing a written report form.
3. The building principal, designee, or building supervisor is the person responsible for receiving reports of bullying and will conduct investigations following district policy.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action.
5. Retaliation or reprisal will not be tolerated.

To review the complete version of Policy 514: <https://www.isd477.org/district/policies/>.

PROTECTION AND PRIVACY OF PUPIL RECORDS (Policy 515)

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. Individual educational data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order and certain state or federal statutes authorizing access.

STUDENT SURVEYS (Policy 520)

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Policy 520 outlines the parameters for such surveys and can be found in its entirety on the district's website. Surveys are conducted anonymously and in an indiscernible fashion. No academic or other penalty will be imposed on a student who opts out of participating in a student survey. All surveys given to students are subject to the approval of the principal.

No student shall be required, without the prior consent of the parent/guardian, to submit to a survey that reveals information concerning, but not limited to; personal beliefs, behaviors, income, private or political affiliations of the student or student's parents/guardians. The Minnesota Student Survey is conducted on a periodic basis by the State of Minnesota and is given to students in grades 9 and 11. The survey contains questions that address personal beliefs and behaviors and is not given without prior written consent of the parent in compliance with MDE guidelines.

INTERNET RESPONSIBLE USE AND SAFETY POLICY (Policy 524)

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.

COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. It is the intent of the Princeton Schools to adhere to the provisions of state and federal copyright laws.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Princeton Public Schools reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

SAFETY AND SECURITY

ACCIDENT REPORTS (On-site Staff)

FACULTY/STAFF: All staff members who incur an injury at school or while engaged in school-sponsored functions **must** submit a report even if the injury seems minor. Written reports are no longer required for staff injuries. Workers Compensation claims must be documented immediately after the injury by calling the ALARIS 24/7 care line, which is required by all employees to access immediately when injured on the job. Call 1-844-847-8708.

STUDENTS: All accidents involving students must be reported by the staff in charge. If a student sustains an injury in the classroom or any other area supervised by a staff member, a student accident report form must be completed **within 24 hours** of the incident. Forms are available in the office. If a student is injured and cannot make it to the office on his own, call the health assistant to help you; do not have another student carry them in.

ALLERGIES

Princeton Public Schools are allergy aware schools.

NUTS: Peanuts and other nut products are allowed, although not encouraged, in classrooms unless there is a student in the classroom with known peanut or other nut allergies. Peanuts and peanut products are served in the lunchroom. There are numerous other types of food allergies in the district that are addressed case by case. It is the teacher's responsibility to review the health alerts of their students in Skyward. See also Wellness Policy.

LATEX: Due to latex (rubber) allergies, non-latex balloons, gloves and bandages will be used during the school day. Known latex products are not allowed in school. Mylar, vinyl, and other non-latex products are a good substitute.

SERVING HOME-PREPARED ITEMS IN DISTRICT SCHOOLS

The School District has as one of its goals the maintenance of a healthy, safe environment in all of the schools. To help achieve that goal, the District needs regulations governing home-prepared foods. All foods served in school must come from sources that are inspected by a government agency.

CHEMICAL-FREE ENVIRONMENT

Alcohol, chemical and tobacco possession and/or use are prohibited by law on all school property. This includes all buildings, grounds, and parking areas.

Staff: The school district has developed a plan to assist staff members with issues related to stress or addiction in conjunction with HealthPartners. For information or assistance, call toll free 1-866-326-7194 or hpeap.com (Password - **sourcewell**).

Students: Should a staff member suspect that a student is in possession of, or under the influence of, a controlled substance, he or she should notify the office immediately. An administrator will determine the subsequent steps to follow. If a staff member can verify that a student was using or in possession of tobacco products, he or she should complete an incident report stating the facts.

CRISIS INFORMATION

Any staff member is empowered to:

- Call 911 in case of emergency.
- (On-site Staff) Announce a lockdown from a phone anywhere in the building. The PA code is shared only verbally with staff at training sessions.
- React and respond in situations that are, or appear to potentially be, threatening or an emergency.

Lockdown (On-site Staff): There are at least five lockdown drills per school year with training of staff preceding the first drill. Classroom doors are required to be locked at all times and ready to be quickly and easily closed and locked at all times. Two methods are recommended; 1) door locked with use of magnets placed over the strike plate, 2) door locked with rubber band holding in the bolt/latch.

Most lockdown drills and situations allow for instruction to continue with no movement around or in and out of the facility and instructions and updates are provided as possible throughout the drill or event. If a hard lockdown is called, it will not be a drill. In the case of a hard lockdown, full barricading of doors and no exits from rooms will occur without law enforcement. Training is conducted annually.

Staff are to remain with students until the emergency situation is resolved and staff are released by administration. This includes an event that goes past regular duty hours. Staff are to remain on duty during any crisis or emergency situation.

Staff who are not with students or have their preparation period are to report to the main office during a lockdown drill or soft lockdown. This does not apply in a hard lockdown situation. Take lockdown shelter immediately in that case.

Evacuation (On-site Staff): There are at least five evacuation drills per school year with training of staff preceding the first drill. In case of evacuation, escort students in your charge to the nearest exit moving a safe distance away from the building.

- All staff must exit the building using the nearest exit.
- Do not congregate in parking lots or on streets to keep ways clear for emergency vehicles.
- All staff are to assist with student supervision and not congregate in adult groups away from students.
- Teachers are to take
 - Their name tag to assist with their student rendezvous point
 - Emergency go bag with their updated roster, pen/pencil, and other contents
- Upon reaching teacher rendezvous point, take attendance
- Make visual contact with office or administrative staff in the exit area for directions and readmittance to the facility.
- Do not use the elevators in case of evacuation.

There are two evacuation chairs located on the second floor. Staff assigned to classrooms near these chairs are to become familiar with their operation and be ready to assist in case of need. Training and information is provided annually.

Reunification: The district has a reunification plan. Training and information about this plan will be shared with staff.

Sudden Death Including Death by Suicide: The district has a Postvention Plan for responding to sudden or traumatic death including death by suicide. This plan is reviewed with staff twice annually and the district site postvention teams receive additional training. Postvention information for staff can be found at this link: [Postvention Handouts for Staff](#).

If it is a Life Threatening situation:

- Go to the nearest hospital emergency room.
- Call 911 or the emergency number of your local police.
- If someone you know is suicidal, get help immediately and stay with the person until he or she gets help.

National Suicide Prevention Lifeline

Dial 988. This is a confidential source of help available 24 hours a day, 7 days a week, and staffed by trained phone counselors.

Crisis Text Line:

- Text “MN” to 741741 to connect to a trained crisis counselor

Four County Crisis Response Team

- Mental Health Crisis Services for Benton, Sherburne, Stearns and Wright Counties
- 320-253-5555 or 1-800-635-8008
- 24 Hours a day/7 days a week
- The Crisis Response Team is a group of counselors who provide community-based services to children and adults

SAVE: Suicide Awareness Voices of Education

- Resources for survivors to help cope with loss
- www.SAVE.org

EMERGENCY RESPONSE (On-site Staff)

The district takes security and safety of its students, staff and community members very seriously and training sessions and information is distributed and reviewed throughout the school year. There are several response teams in place for various situations and purposes. The current main response teams are indicated below:

POSTVENTION RESPONSE TEAM

Purpose: To establish appropriate policies and procedures to assist Princeton High School in managing sudden, traumatic, unexpected deaths or tragedies that adversely affect students, their families, school employees, and community members.

Postvention Team Members - High School

Ryan Jensen, Principal: 389-6010

Joe Broderick, Assistant Principal: 389-6015

Darin Laabs, Assistant Principal/Activities Director: 389-6047

Tricia Ford, Counselor: 389-6016

Erica VanDenheuvel, Counselor: 389-6021

Jake Scardigli, Counselor: 389-7226

Brett Triplett, Special Education Teacher: 389-6051
Tara Ponting, Attendance Secretary: 389-6001
Dina Scandinato, Building Secretary: 389-6011
Karmen Hill, Health Assistant: 389-6019
Debbie Jenson, Activities Secretary: 389-6002

MEDICAL RESPONSE TEAM

Purpose: To have personnel identified and ready to assist in case of a medical emergency. This team may be accessed during a lockdown or other emergency situation. If you have emergency training and would like to volunteer for this team, contact the principal.

Medical Response Team Members - High School

Karmen Hill, Health Assistant: 389-6019
Erik Jacobs, PE/Health Teacher: 389-6009
Sara Clemons, PE/Health Teacher & Coach: 389-6061

KEYS (On-site Staff)

Your keys/fobs should be in your possession at all times. **Do not give your keys to students for any reason and do not leave them unattended.**