

Parent & Student Handbook

Policies, Procedures, and Required Notices



PRINCETON HIGH SCHOOL

2025-2026

***Applies to Princeton Online MN
(POM)***

807 Eighth Avenue South
Princeton, MN 55371

TELEPHONE: 763-389-4101

FAX: 763-389-5816

www.isd477.org/high-school

TOGETHER, WE ARE TIGER STRONG



Dear Students & Parents/Guardians,

This handbook serves as a reference guide for students and parents. Although it does not address all questions that may arise, it clarifies many of the school’s expectations, procedures and guidelines. When you have a question or concern, please do not hesitate to contact someone in the school who can provide assistance.

The high school reserves the right to modify building procedures when the administration determines the changes are in the best interests of the school community. Such changes will be communicated to students, parents and staff in a timely and appropriate fashion.

The high school years are exciting times for students. At the same time, they are extremely important years in terms of social, academic and personal development. We encourage students to explore new programs and activities at the high school. Princeton High School is committed to providing stimulating and challenging experiences for all students.

We hope you have an exciting, enjoyable and productive school year.

Sincerely,

Ryan Jensen
Princeton High School Principal

Go **TIGERS!**



Princeton High School

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GO TIGERS!



PRINCETON MISSION

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

PRINCETON VISION

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

In the case of discrepancies between this Guide and other district or school communication, priority for accuracy is:

- 1) State and federal law,
- 2) District policy,
- 3) Student Handbook,
- 4) Registration Guide.

ABOUT PHS

Our school houses students in grades 9-12 with an enrollment of about 950 students per year. Students have at least 31 sports and activities in which to participate as well as multiple student clubs. Students may select from a multitude of course options, including Spanish, Advanced Placement (AP) courses and College in the Schools Program (CIS) courses. In addition to our traditional academic foundations courses in the core subjects, we have a strong Career and Technical Education (CTE) program that includes many opportunities for students to earn articulated college credit (future credit) and even college credit for upper level welding. Princeton High School is known for its excellence in the arts, and students enjoy participating in visual arts courses as well as music, theater and speech.

SCHOOL SONG

Cheer for the Princeton Team,
Cheer them along the way!
Onward to victory,
May we win again today!
Rah! Rah! Rah!

Hail to the Princeton Team,
Long may they reign supreme,
SHOUT! Till the echoes ring,
For the glory of our team!

P-R-I-N-C-E-T-O-N

Princeton, Princeton
Gooooooooo, Tigers!!!

STAFF DIRECTORY

ADMINISTRATION & SUPPORT

Ryan Jensen, Principal.....763-389-6010
Joe Broderick, Assistant Principal.....763-389-6015
Darin Laabs, Assistant Principal/Activities Director.....763-389-6047
Tricia Ford, Counselor (A-G).....763-389-6016
Erica VanDenheuvel, Counselor (H-O).....763-389-6021
Jake Scardigli, Counselor (P-Z).....763-389-7226

MAIN CONTACTS

Attendance Message Line.....763-389-6014
Attendance Office.....763-389-6001
Admin. Office.....763-389-6011
Office Fax.....763-389-5816
Health Office.....763-389-6019
Counseling Office.....763-389-6018
Activities Office.....763-389-6002

OTHER IMPORTANT CONTACTS

Police Liaison Officer.....763-389-6040
Media Specialist.....763-389-6050
Princeton Online MN.....763-389-6069

DISTRICT ADMINISTRATION

Patrick Devine, Superintendent.....763-389-6184
Emily McKinnon, Assist. to the Superintendent.....763-389-6184
Michelle Czech, Dir. of Business Services.....763-389-6183
Jason Senne, Dir. of Human Resources.....763-389-6181
Jessica Town-Gunderson, Dir. of Teaching & Learning..763-389-7278
Jasen Webb, Technology Coordinator.....763-389-7253

DISTRICT OFFICE LOCATION

District Office
706 First Street
Princeton, MN 55371

PRINCETON SCHOOL BOARD

Deb Ulm, Chair
763-234-7645
deb.ulm@isd477.org

Dawn Bourdeaux, Vice Chair
612-386-0070
dawn.bourdeaux@isd477.org

Melissa Lynch, Clerk
952-818-2913
melissa.lynch@isd477.org

Eric Minks, Treasurer
763-238-1571
eric.minks@isd477.org

Eric Strandberg, Acting Clerk
763-226-7664
eric.strandberg@isd477.org

Scott Bowman, Director
763-227-6178
scott.bowman@isd477.org

Jennifer Super, Director
612-369-0458
jennifer.super@isd477.org

DAILY SCHEDULE

MONDAY/TUESDAY/THURSDAY/FRIDAY SCHEDULE

Period 1	8:30 - 9:20
Period 2	9:25 - 10:15
Period 3	10:20 - 11:10
Period 4 (w/Directed Study)	11:15-1:10
<i>A Lunch</i>	11:15 - 11:40
<i>B Lunch</i>	11:45 - 12:10
<i>C Lunch</i>	12:15 - 12:40
<i>D Lunch</i>	12:45 - 1:10
Period 5	1:15 - 2:05
Period 6	2:10 - 3:00

WEDNESDAY ADVISORY SCHEDULE

Period 1	8:30 - 9:15
Period 2	9:20 - 10:05
Period 3	10:10 - 10:55
Advisory	11:00 - 11:20
Period 4 (w/Directed Study)	11:25 - 1:20
<i>A Lunch</i>	11:25 - 11:50
<i>B Lunch</i>	11:55 - 12:20
<i>C Lunch</i>	12:25 - 12:50
<i>D Lunch</i>	12:55 - 1:20
Period 5	1:25 - 2:10
Period 6	2:15 - 3:00

PRINCETON HIGH SCHOOL 101

School hours:
8:30am - 3:00pm

Buses depart 5 minutes after
the final bell on the south side
of the building

Passing time between classes
is 5 minutes

Princeton operates on a 3
trimester, 6 periods per day
schedule

Every day students have 25
minutes of Directed Study
during period 4

Each student must be
registered for 6 courses each
trimester

School day office hours:
7:30am - 3:45pm

Princeton Mascot–Tiger

Colors–Black and Orange

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is typically recited once a week over the intercom system after the start of the school day. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to opt out of reciting the Pledge. (U.S. Flag – MN Stat. §121A.11, Subd. 3. [Rev. 2003])

SPECIAL SCHEDULES

LATE START/EARLY RELEASE SCHEDULES

In the event the district calls a 2-hour late start or an early release, the schedule will also be made available to students and families via the district website. The school day will take place as follows:

TWO-HOUR LATE START SCHEDULE

Period 1	10:30 - 10:55
Period 2	11:00 - 11:25
Period 3	11:30 - 11:55
Period 4 (w/Directed Study)	12:00 - 1:55
<i>A Lunch</i>	12:00 - 12:25
<i>B Lunch</i>	12:30 - 12:55
<i>C Lunch</i>	1:00 - 1:25
<i>D Lunch</i>	1:30 - 1:55
Period 5	2:00 - 2:25
Period 6	2:30 - 3:00

ONE-HOUR EARLY RELEASE SCHEDULE

(no advisory if Wed.)

Period 1	8:30 - 9:10
Period 2	9:15 - 9:55
Period 3	10:00- 10:35
Period 4 (w/Directed Study)	10:40 - 12:35
<i>A Lunch</i>	10:40 - 11:05
<i>B Lunch</i>	11:10 - 11:35
<i>C Lunch</i>	11:40 - 12:05
<i>D Lunch</i>	12:10 - 12:35
Period 5	12:40 - 1:15
Period 6	1:20 - 2:00

TWO-HOUR EARLY RELEASE SCHEDULE

(no advisory if Wed.)

Period 1	8:30 - 9:10
Period 2	9:15 - 9:55
Period 3	10:00 - 10:35
Period 4 (w/Directed Study)	10:40 - 12:35
A Lunch	10:40 - 11:05
B Lunch	11:10 - 11:35
C Lunch	11:40 - 12:05
D Lunch	12:10 - 12:35
Period 5	12:40 - 1:00
Period 6	Not held

FLEXIBLE LEARNING DAYS

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 the day's assignment in 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. Students have up to 1 week of extended time to submit these assignments. Attendance is not taken and virtual classes are not held.

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

Special Education - Students in individualized courses, such as Academic Foundations, Exploring Geography, Focus Math/Social Skills, etc. will follow their teacher's instructions.

OJT - Students in OJT continue their work as usual. No additional assignments or extended time will be created for the OJT period. Teacher meetings scheduled on a flexible learning day will be rescheduled.

STAY CONNECTED

Stay up to date with all of Princeton High School news and information. From needing to know if school is closed to what exciting happenings are occurring at PHS, there are multiple ways to stay connected.



Access your **SKYWARD** account for end of term grades, attendance, class schedule and more.



Check **SCHOLOGY** for each of your courses for assignments and grades and to stay current in your classes.



Check your school **EMAIL** daily and read the **DAILY BULLETIN** for important announcements.



Read the **PHS NEWSLETTER** and **COUNSELOR'S CORNER** which are filled with important dates and upcoming information about programs and activities.



Check our **WEBSITE** for regular updates.



Connect with us on social media:

TWITTER ([@PrincetonHS](https://twitter.com/PrincetonHS))



FACEBOOK (@isd477)



INSTAGRAM (@isd477)

EMERGENCY SCHOOL CLOSING

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00am. We will make all attempts to notify families through Skyward alerts, but delays and closure information is also available on the following radio and television stations and websites:

Radio:

WCCO 830 AM
WQPM 1300 AM/KLCI 106.1 FM
KBK 95.5 FM
KCLD 104.7 FM/KNSI 1450 AM
KZPK 98.9 FM/KCML 99.9 FM

Television:

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

Websites:

www.isd477.org
www.wcco.com
www.kare11.com

HIGH SCHOOL CALENDAR 2025-2026

First day for Grade 9	September 2	No School - Staff Development	February 6
First Day for Grades 10-12	September 3	Snow Days Dance	TBD
Grades 9-12 Picture Day & Senior Class Photo	September 4	No School - Presidents' Day	February 16
Homecoming Coronation	October 6	8th Grade Parent Information Event	February 19
Picture Retake Day	October 9	End of 2nd Trimester	March 5
Homecoming Football Game & Dance	October 10	No School - Staff Development	March 6 & 9
*Midterm	October 10	No School - Spring Break	April 3-6
Parent Teacher Conferences	October 13	*Midterm	April 17
No School - MEA	October 16-17	Parent-Teacher Conferences	April 20-24
National Honor Society Induction	October 20	Prom	May 2
End of 1st Trimester	November 21	School Board Scholar Banquet	May 6
No School - Staff Development	November 24-25	Senior Awards Night	May 13
No School - Thanksgiving Break	November 26-28	Spring Fling/Seniors' Last Day	May 22
No School - Winter Break	Dec. 24-Jan. 2	Memorial Day	May 25
School Resumes	January 5	End of 3rd Trimester/Last Day of School	May 28
No School - Staff Development	January 19	No School - Staff Work Day	May 29
*Midterm	January 23	Commencement - 7:00pm	May 29
Parent-Teacher Conferences	January 26-30		

This calendar follows the district calendar available on the website.

**Students/Parents/Guardians encouraged to check grades & progress.*

REGULATIONS AND DISCIPLINE

CODE OF CONDUCT and EXPECTATIONS

Princeton High School is a Positive Behavior Interventions and Supports (PBIS) school: we teach and expect students to choose behaviors that promote respect and responsibility for themselves, others, and for private and public property. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high school achievement. Students are expected to conduct themselves in a manner that maintains a climate in which learning can take place. Students are taught the Princeton High School **Code of Conduct** throughout the school year and are held accountable for their behavior based on this code.

CODE OF CONDUCT

R Respect	<ul style="list-style-type: none">✓ Allow others the best opportunity to learn✓ Follow & respond positively to directions✓ Use positive verbal and non-verbal language
O Ownership	<ul style="list-style-type: none">✓ Know and follow the expectations✓ Take responsibility for actions and choices✓ Sustain a drug, alcohol, and tobacco-free school
A Acceptance	<ul style="list-style-type: none">✓ Celebrate the differences of others✓ Strive for positive interactions with others✓ Allow others to be themselves
R Resilience	<ul style="list-style-type: none">✓ Face challenges with confidence and courage✓ Adapt to new situations positively✓ Use your problem-solving skills

Own your stripes, strengths, and needs!



ATTENDANCE

Princeton High School staff believe 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 plan is to encourage regular school attendance.

Class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrators. These procedures help promote excellent student attendance.

STUDENT RESPONSIBILITY

It is the student's right and responsibility to be in school. It is also the student's responsibility to attend all assigned classes, Advisory times, and study halls every day that school is in session, and to be aware of and follow the correct procedures when absent from school. Finally, it is the student's responsibility to request any missed assignments due to an **excused** absence.

PARENT/GUARDIAN'S RESPONSIBILITY

It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school within 48 hours of an absence, the reason for the absence, and to work with the school and student to resolve any attendance concerns that arise. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's full name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day, 7 days a week.

TEACHER'S RESPONSIBILITY

It is the teacher's responsibility to take daily attendance in each class, and to accurately record attendance in each hour. It is also the teacher's responsibility to provide students who have been absent with the work they missed upon request. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. Finally, it is the teacher's responsibility to work cooperatively with the student's parent/guardian and the student to solve any attendance problems that arise.

ADMINISTRATOR'S RESPONSIBILITY

It is the administrator's responsibility to require students to attend all assigned classes, Advisory periods 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 and to maintain accurate records on student attendance. It is also the administrator's responsibility to inform the student's parent/guardian of the student's attendance, to follow state statutes governing truancy, and to work cooperatively with the parent/guardian and the student to ensure regular school attendance.

ATTENDANCE PROCEDURES

A student will be considered absent when the student is missing from class or Advisory. In order to have this absence excused, the parent or guardian must contact the attendance secretary with one of the following reasons for the absence.

State regulations require that a student who is absent without excuse for fifteen (15) consecutive days of school **must** be dropped and formally readmitted to return.

EXCUSED ABSENCES - Authorized by the parent/guardian and accepted by the school.

The following are examples of excused absences:

1. Injury or Illness of student or serious illness in the student's immediate family (I).
2. A death or funeral in the student's immediate family, or of a close friend or relative (F).
3. Medical, dental/orthodontic treatment, or a counseling appointment (D or M).
4. Court appearances occasioned by family or personal action (L).
5. Physical emergency conditions such as fire, flood, storm, etc (P).
6. 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 (X or Y).
7. Family emergencies (P).
8. Active duty in any military branch of the United States (Z).
9. A student's condition that requires ongoing treatment for a mental health diagnosis (M).
10. School activity (S).
11. College visit or Military requirements or visit with recruiter (Z).
12. Other reasons approved by a building administrator (B).
13. Pre-arranged absences: Absences for family trips requested by parent or guardian and approved by the principal will be excused. Arrangements of this type should be made in advance and work should be made up before the absence occurs, if possible (V).

Note: After 10 cumulative excused absences, a doctor's note or other verification may be required. Policy states that a note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

REPORTING AN ABSENCE

Student absences should be reported by parents/guardians on the day of the absence. Parents/guardians may call the Attendance Line 24 hours a day, 7 days a week and leave a message.

STUDENT ATTENDANCE LINE 763-389-6014

If no prior contact has been made before the student returns to school, a note signed by a parent/guardian is sufficient stating the student's name, date(s) of absence, and reason for absence.

CONTACTING A STUDENT DURING THE SCHOOL DAY

If you wish to leave a message through the office for a student during the school day, please call 763-389-6001. Students are called to the office to receive messages between classes throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time.

UNEXCUSED ABSENCES include those absences which cannot be classified in the above categories and/or are not approved by the school.

The following are examples of unexcused absences regardless of parent/guardian approval:

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's attendance procedures.
3. Driver's Education; behind the wheel training.
4. Work at home, or care for a younger sibling.
5. Work at a business, except under a school-sponsored work release program.
6. Any other absence not included under the attendance procedures set out in this policy other than those approved by a building administrator.

Absences resulting from official suspension will not be counted as unexcused.

TARDINESS

Students who are tardy to school must check in at the security office for a late slip. Students who are habitually late to school without a legitimate excuse from their parent/guardian may earn consequences, including parent notification, Lunch Detention, and/or **suspension of parking privileges**.

In general, tardies to class will be addressed by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if 15 minutes tardy without a legitimate pass, or if they are out of class for 15 minutes or more without explicit permission to be gone for an extended time.

LEAVING SCHOOL

If a student must leave school for any reason, a parent/guardian must **first** contact the Attendance Office and the student **shall** receive a pass from the office prior to leaving school. **If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused/truant and consequences will occur. These absences may not be approved/excused by a parent after the absence occurs.**

Princeton High School 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 or parents may not call in orders to have meals delivered to school. Students are not allowed to have food or beverages brought to the school by anyone other than their own parents or guardians.* Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to consequences, including suspension of parking privileges.

HEALTH OFFICE (SEE SECTION ON HEALTH SERVICES)

Students wishing to see the health assistant must have a pass from their teacher, except in cases of emergency or to follow a medication schedule. **Students leaving school because of illness must be excused by the health assistant after the health assistant has consulted with a parent.**

ATTENDANCE AT SECTION/STATE TOURNAMENTS

The following are intended to help maintain attendance of all PHS students during tournament play.

Tournament attendance procedures are as follows:

1. When a PHS team or an individual(s) is in the Section/State Tournament, Varsity/Junior Varsity team participants are marked "School Activity" to attend a tournament. Participants need to have prior authorization from a parent with the Attendance Secretary to have it counted as an excused absence and to ride school-provided transportation
2. When participants of an activity wish to spectate at a State Tournament (with no PHS team competing), the participants will be excused if their parent has provided a note prior to the event. Participants need to show their ticket stub to the attendance secretary.

ATTENDANCE & ENROLLMENT

PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Parents/guardians may be notified daily by automated telephone or by Skyward if their student is absent from any class. (Parents must check the box in Skyward that allows the system to notify them of an absence if they wish to be notified.) In addition, parents are expected to monitor their student's attendance and grades online through their Skyward Parent Portal account and communicate with the school about concerns and unexcused absences. This can be found under the main [Princeton page, Family Logins tab, Skyward Toolkit](#) where there is an option to sign up for alerts. This is highly recommended.

MAKE-UP WORK

Students are responsible for requesting make-up work for each day's absence and teachers are responsible for providing it. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not. Students will be allowed two school days' make-up work time after returning from an excused absence. Long-term assignments or tests may still be due the day of the student's return to school. Testing and due dates may be extended at the discretion of the teacher.

INDEPENDENT STUDENT STATUS

To achieve independent student status at PHS a student must first recognize that this status is not attained by reaching the age of 18. A student may achieve independent status by having their parent/guardian sign an affidavit indicating that the student in question does not live at home and that parent/guardian is no longer executing their parental rights over this student. Independent student status forms are available in the main office. **Students are required to adhere to all school and district rules and regulations regardless of their age, including the closed lunch policy.**

All school correspondence, grade reports, attendance records, and behavioral records shall be directed to a student's parents/legal guardians unless the school has on file a written statement by the parents/legal guardians stating the specific student is no longer under their care or supervision. The document or letter must be cleared with the principal. An independent student may only write his/her own notes regarding absences, requests for medical appointments, etc., if one of the aforementioned documents has been approved by the principal.

ENROLLMENT AT A PARTICULAR SCHOOL

The aim of this district is for the academic and personal success of every student, and to that end we offer a variety of options for the many types of learners and attempt to meet the needs of every student. At times it becomes clear that a particular student is not making adequate progress in the high school setting while creating a negative impact on others. For this reason district officials reserve the right to refer a student to our Alternative Learning Center per MN 120A.36, which states, "Attendance at a particular public school is a privilege not a right for a pupil". Students may also be referred to the ALC due to chronic truancy, per MN 124D. 68 subd. 2a. 11.

LEGAL STATUTES REGARDING ATTENDANCE

ATTENDANCE LAW

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 shall attend a public school or private school for not less than nine months during any school year. Students between the ages of seventeen and eighteen are eligible under MN 120A.22, Subd. 8 to withdraw from instruction if a parent meets with a school official to discuss the pros and cons of withdrawal, and signs off on a state-required form.

CONTINUING TRUANT

Minn. Stat. 260A.02, Subd. 2 provides that a continuing truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for 3 or more class periods on 3 days.

HABITUAL TRUANT

Minn. Stat. 260C.007, Subd. 19, provides that a habitual truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for seven or more class periods on seven days. In cases of recurring absences the administration may request the County Attorney file a petition with the Juvenile Court pursuant to the above statute. *Each county follows different procedures when responding to notification by a school of unexcused absences (truancies).* **Timely communication from a parent or guardian about the reason a student is absent is essential to avoid erroneous truancy filings.**

TRUANCY PROCEDURES

1. After 3 unexcused absences a letter will be sent to parent/guardian to inform of continuing truancy, and a referral to a county program may occur.
2. After 7 unexcused absences a second letter of habitual truancy will be sent to the parent/guardian and a Truancy Petition may be sent to the county attorney and/or a referral to a county program intended to improve attendance will be made if not done previously.
3. Parents may be notified by an automated system (phone and/or electronic) if they have authorized this in Skyward and we have the information necessary to communicate automatically.
4. In addition to the above consequences, students who are truant may receive in-school suspension.

REGISTRATION

BACK TO SCHOOL INFORMATION VERIFICATION PROCESS

Each year all parents/guardians must fill out the district's Back to School Forms on their parent access in Skyward prior to being able to view their student's schedule. This also triggers access to busing sign-up, the device Responsible Use Agreement sign-off, and other important communications.

SCHEDULE ADJUSTMENTS

Each trimester all students are required to carry a minimum of five credits, and are advised to carry six in order to gain the necessary credits for graduation, unless authorized by an administrator to carry fewer. Once the trimester begins, students are allowed two days to change classes; all changes after this time period will require permission from a principal. Logistics prevent us from being able to fulfill specific teacher, hour or lunch requests.

Students carrying six credits a trimester may drop one class for a study hall without penalty through the first ten school days of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's G.P.A. Should the student fall below five classes, *the class(es) being dropped will reflect an "F" for the final grade.*

ADMISSION PROCEDURES

Students currently enrolled in another school district can transfer to Princeton High School at any time. Students who transfer to or from Princeton are strongly encouraged to transfer at a date which coincides with the beginning of our next trimester. Credits earned through non-accredited schools will be transferred in as Pass/Fail grades only. Students may be required to demonstrate competency of credit transferred from non-accredited schools.

Students not currently enrolled in any school and who wish to be admitted or readmitted to Princeton High School are strongly urged to enroll 2-3 weeks prior to the beginning of a trimester to allow time for records to be obtained and for proper placement in classes. Students not currently enrolled in school will not be admitted after the first five (5) school days of a trimester, and will be required to wait until the beginning of the next trimester and/or referred to Princeton Area Learning Center or Princeton Online. Students transferring from an ALC may be referred to Princeton ALC.

TRANSFER WITHDRAWAL PROCESS

Parents who wish to withdraw their student from Princeton High School in order to enroll that student in another school should follow this procedure:

1. Student will pick up a Withdrawal Form from the Guidance Office.
2. Student will return all school-issued books, materials and electronic devices to his/her teachers and media center.
3. Teachers will sign the form and note the student's current grade.
4. A copy of the withdrawal form will be given to the student and parent/guardian after it is signed by a counselor/administrator.

“ELECTION TO WITHDRAW” PROCESS

While we encourage all students to earn a high school diploma, students may elect to withdraw from school. Students age 18, and students age 17 with the consent of a parent/guardian, can elect to withdraw from school. Parents who wish to withdraw their seventeen year old student from instruction are required by law to meet with school personnel. The process for withdrawal from instruction is as follows:

1. Parent/guardian and student arrange a meeting with the assistant principal to discuss the educational opportunities available to the student.
2. All school-owned books, devices and materials must be returned. Fines and fees must be paid.
3. An internal withdrawal form must be signed by the parent, a school administrator, the student and the student's teachers indicating that materials have been returned and fees paid, and noting grades-to-date.

Per state statute, an official withdrawal form must be signed by the minor student's parent.

18 year old students who wish to withdraw from school need to meet with an administrator to fill out an Election to Withdraw Form. Students must return all school-issued books, materials and electronic devices to their teachers and media center prior to initiating the withdrawal process. A copy of the withdrawal form will be put in the student's cumulative file, and a copy will be given to the student and/or parent/guardian after it is signed.

FOREIGN EXCHANGE PROGRAMS

Foreign exchange (FE) students provide our students with intercultural opportunities. Limits and requirements on these students are needed due to the school district's limited resources. All foreign exchange student enrollments are subject to administrative approval as well as the conditions listed below. Additional requirements apply. Contact the principal for the full procedures and requirements.

1. No more than two FE students are approved in any given school year.
2. The principal must give prior approval to students enrolling in Princeton High School.
3. FE students are not accepted for Princeton Online or ALC programs or English Language services and are not eligible for PSEO.
4. Princeton High School only accepts FE students placed through agencies included on the MSHSL list of approved programs from Council on Standards for International Educational Travel (CSIET).
5. The FE student must have a host family whose address is within school district boundaries.
6. FE students must have all vaccinations required by MN school immunization law.
7. FE students must be enrolled as full-time students.
8. FE students are not eligible for a diploma but may earn a Certificate of Attendance.

CLASSROOM FEES & FINES

All school fees are to be paid online by visiting <https://princeton.revtrak.net/>. (Lunch accounts, technology fees, activities & athletics, classroom fees, parking permits, field trips and more.) Cash payment is not accepted.

Public education in Minnesota is free to all students who are residents. State law requires schools to notify students that the school will charge appropriate replacement fees for textbooks, workbooks, library books, tools, or district-owned devices which are lost or destroyed by students. Book covers are strongly recommended.

Fees may be charged to the student under the following circumstances:

1. A project in art, FACS, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor.
 - a. Fees of \$5 - \$50 will be charged for these classes. The student may elect to take projects home and the cost of such projects must be paid if school materials are used. Students may provide their own materials for such projects, with the approval of the instructor. A student may still receive full course credit without fee payment.
2. Cost of school equipment or materials, including textbooks, Media Center books and materials, technology and electronic devices, that are lost, destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item to service.
3. Cost of field trips that are made available, but are not required as part of the course, should the student elect to participate in the field trip.
4. Cost of the yearbook, graduation items such as cap and gowns, announcements, or class rings, should the students elect to order any of these items.
5. Admission fees for concerts, plays, athletic events, and other programs or activities that the students may attend at their option. Students with an activities pass may attend free.
6. Unpaid fee obligations may result in loss of privileges. Ultimately, unpaid fee obligations may be sent to the school district's collection agency.

PARKING

PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right, per ISD 477 Policy 527, if they have purchased and are displaying a current PHS parking tag. Students who drive a motor vehicle to the high school must only park in a lot designated for student parking, including those students whose parents work for the school.

Students who are late arriving to school on a regular basis may have their parking privileges suspended for a designated time. Parents will be notified of their student's habits and warned that a suspension may occur. We encourage students who struggle to arrive on time to utilize the bus system for transportation to and from school.

The school district does not carry insurance to cover damage to vehicles parked on school property. Students who park in school parking lots do 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.

Students who drive to school must adhere to the PHS Code of Conduct and the following expectations:

1. All students are required to park in the student lot(s) unless specifically directed otherwise.
2. Parking permits are required and must be displayed to park in the student lot. Permits are not authorized for snowmobiles, farm equipment, off-road vehicles and other non-passenger recreational vehicles. Bicycles do not need a permit.
3. Parking spots in both student parking lots (PAC lot & Front lot) are available on a "first come, first served" basis. The purchase of a parking permit allows students, space permitting, to park in either lot. Fees for parking permits are as follows:

	Fee
All year	\$50
2 trimesters	\$50
3rd trimester only	\$25
<i>Prices above include a \$3.00 permit fee per trimester purchase.</i>	

4. Students may buy daily parking passes for \$3.00 in the high school security office.
5. A replacement fee of \$3.00 will be charged if a student loses their permit.
6. All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking fine of \$10.00.
7. Parking lots are off limits during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from the office prior to leaving the building. Students who need to move their vehicles to the shop garage for a class must receive permission and a pass from their teacher to do so.
8. The speed limit at all times should not exceed 10 m.p.h. in the high school parking lots. Any student exceeding the limit, creating excessive noise, driving in a reckless manner, refusing to yield to

pedestrians and/or buses, or demonstrating other dangerous or exhibitionist behaviors that are inconsistent with our Code of Conduct may have their permit revoked for a time period to be determined by the school. Revocation can be permanent for students who continue to violate parking lot expectations or whose behavior in the lot is excessive.

9. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and/or legal consequences.

- 10. Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.**

1st violation: 10 school days

2nd violation: Remainder of school year

11. Parking in the wrong lot or without the proper permit will result in a ticket and a fine of \$10.00.
Failure to pay the fine by the date indicated on the ticket may result in the vehicle being towed from school property at the owner's expense.
12. There are a limited number of spaces available for student parking. When those spaces have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
13. Writing or messaging on vehicles must be in accord with school-wide expectations.
14. Vehicles may be towed at the owner's expense for failure to pay parking fine(s) or parking after the revocation of a permit.

School officials may conduct routine patrols of PHS parking lots and visually 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 school consequences 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. Reference specific rules listed on the parking registration form or Policy 527 at www.isd477.org for further information.

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.

CODE OF CONDUCT

ROAR

Princeton is a Positive Behavior Interventions and Supports (PBIS) district, meaning students are taught specific school expectations and supported in their good decision-making in every class regardless of their grade or building. At Princeton High School, the framework of those expectations is captured in our Code of Conduct, which highlights respect, responsibility and empathy.

R Respect	<ul style="list-style-type: none">✓ Allow others the best opportunity to learn✓ Follow & respond positively to directions✓ Use positive verbal and non-verbal language
O Ownership	<ul style="list-style-type: none">✓ Know and follow the expectations✓ Take responsibility for actions and choices✓ Sustain a drug, alcohol, and tobacco-free school
A Acceptance	<ul style="list-style-type: none">✓ Celebrate the differences of others✓ Strive for positive interactions with others✓ Allow others to be themselves
R Resilience	<ul style="list-style-type: none">✓ Face challenges with confidence and courage✓ Adapt to new situations positively✓ Use your problem-solving skills

TEACHER RESPONSIBILITIES

All teachers teach, give examples of, and enforce the Student Code of Conduct. They also acknowledge students who meet or exceed our expectations. All teachers are responsible for providing a well-planned learning environment and have primary responsibility for student conduct, with appropriate assistance from the administration.

Per district policy, 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 the Code of Conduct. Students are expected to comply with these rules and expectations. (ISD 477 Policy 506 can be found in its entirety on the district website.)

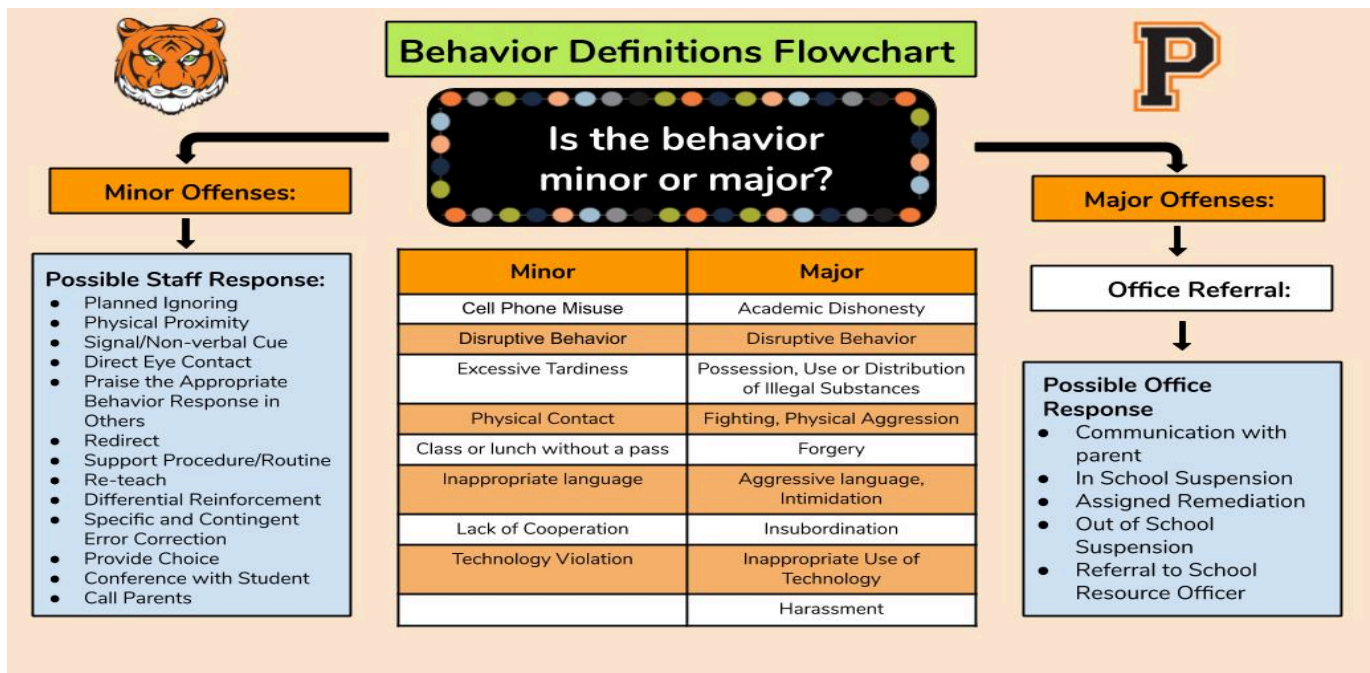
STUDENT EXPECTATIONS AND CONDUCT

Princeton High School employs the tenets of PBIS by teaching expectations and acknowledging acceptable behaviors, and by encouraging students to demonstrate self-discipline. Princeton students are responsible for their actions and behavior, and for following district policy and the high school Code of Conduct. Teachers review the Code of Conduct with students at the beginning of the school year and periodically throughout the year and encourage students to employ a respectful and responsible attitude toward others. Disrespectful, disruptive and destructive behaviors are not acceptable at PHS or PHS events. **Seniors who engage in these types of behaviors put their participation in the graduation ceremony at risk.**

Students are continually coached so they can recognize and demonstrate appropriate behaviors. The administration of Princeton High School 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, inappropriate, in conflict with our mission as an educational institution, or which creates a hostile environment for others. This includes historically offensive gestures or symbols of hate and discrimination (such as swastikas, nooses, confederate flags, etc.). Students who persistently violate the Code of Conduct are subject to school disciplinary action including suspension and/or expulsion, referral to our Alternative Learning Center, and referral to local authorities for criminal prosecution, if appropriate.

PASS/FAIL OPTION

With teacher approval, a student may take one (1) elective credit in high school on a pass/fail basis. Students must earn the equivalent of a "C" grade to pass the class. Students wishing to take a class on a pass/fail grading basis do so anytime during the first two weeks, by submitting a request to the teacher and counselor. A grade of P will generate a credit but will not contribute to the student's GPA. A grade of F will not generate a credit and will not contribute to the student's GPA. The purpose of the P/F option is intended for use by juniors and seniors wishing to take advanced and rigorous courses. This option is not available for 9th and 10th graders.



IN-SCHOOL SUSPENSION

When a student is sent out of class by a teacher, the student is expected to comply immediately and report to the office (if they aren't authorized to report to processing through an IEP accommodation) where they will meet with an administrator. Students who are sent out of class will finish the hour in ISS. While in ISS, students are expected to put their phones on the ISS supervisor's desk, fill out a thinking sheet, then work on assignments from class—or as part of their restitution/education for their actions—until they are released from ISS. The rules for ISS are posted, and must be followed to avoid further consequences being assigned.

Students who fail to leave the classroom and who require an administrator to coax them to the office, or who don't report to the office, will earn more severe consequences, possibly including suspension out of school.

HARASSMENT AND BULLYING

It is expected that Princeton High School students will act with respect and consideration toward others, and refrain from targeting their peers in a negative manner. Bullying, like other violent, offensive 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. This term 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 (bystander bullying). Bullying (and cyberbullying) that compromises the safety or welfare of a student is prohibited whether the bullying occurs on or off school district property.

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, remediate, and discipline for those acts of bullying which have not been successfully prevented.

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 Prohibition, and Policy 514, Bullying Prohibition which can be found in their entirety on the district website.) Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Staff welcome the opportunity to help students resolve differences and will attempt to do so when aware of a conflict, either by attempting interventions themselves, or by referring the students in conflict to a guidance counselor, dean or administrator.

Students who persist in bullying or harassing behaviors after school intervention has occurred may be referred to law enforcement and/or an alternative educational setting. Students are encouraged to report unwelcome or offensive behaviors to their counselor or other administrators, or fill out an Offensive Behavior Report (available in the office). All reports of bullying and /or offensive behavior are addressed.

ANTI-SLUR

Princeton Public Schools believes it is our duty to create a school environment where EVERY student and staff member feels safe, respected, and a sense of belonging free of discrimination and racism.

There is no place for hate on our school campus and in our community. Discrimination and harassment violate the safety of our school community and the humanity of each individual within it. At Princeton Public Schools we believe we are strongest when we embrace each other's differences, including but not limited to: race, class, ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Princeton Public Schools believes slurs and hate speech are a form of violence against other students, families, staff members or members of the community. A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived identity. A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

INSUBORDINATION

“Insubordination” is refusing to comply with a reasonable request or directive of a staff member, and is a violation of our expectation that students will follow rules and directions. Consequences may include a conference with the staff member and assistant principal, parent notification, suspension, or other disciplinary action.

EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS

Students are expected to follow the same conduct and dress guidelines regarding inappropriate messaging while engaged in school-sponsored events as those practiced in school. Failure to act in an appropriate manner while participating in a school sponsored event may result in removal from the event. Students who behave inappropriately or are asked to leave a school-sponsored event may also receive school-based consequences. An administrator (or staff member in charge) will attempt to communicate with a parent/guardian should a student be asked to leave an event.

In addition to being removed, the student may be prohibited from attending activities for a time as part of the school consequence. Athletes who are removed while attending as fans will be subject to the Minnesota State High School League Code of Conduct portion of the rules.

HARMFUL OR NUISANCE ARTICLES

The possession or use of articles that are a distraction, a nuisance, illegal, or that may cause harm to persons or property is prohibited at school and at all school sponsored activities. Electronic devices, rollerblades/skateboards (used in the building), and speakers are among the many items that are considered nuisance articles, and possession or use of these items may result in them being confiscated. Fireworks and other incendiary devices are prohibited and possession or use of these items will result in school consequences as well as the involvement of law enforcement.

Weapons of any type are forbidden (ISD 477 Policy 501 can be found in its entirety on the district website). If a student is in possession of a weapon and does not disclose it prior to the inception of a search, they will receive consequences as laid out in Policy 501. Students who realize they have accidentally brought a weapon to school should immediately turn in the item to the office in order to avoid consequences.

When an administrator or staff member 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 will investigate and take necessary action to safeguard persons and property or restore focus to the classroom or event.

Students are advised to not bring valuable items or large amounts of money to school in order to avoid loss or theft of said items.

ELECTRONIC DEVICES

Personal electronic devices, particularly cell phones and gaming devices, have become an extreme distraction from learning at school and are targets for theft. We expect students to use personal electronic devices only when appropriate, and to always secure their property. Students are expected to only listen to music during class with explicit permission from the teacher.

Procedures for cell phones will be as follows:

- Teachers will have a cell phone box in their classrooms.
- At the beginning of the hour, students will place their cell phones in a designated slot in the cell phone box.
- Students may only remove their cell phones from the box after the hour ends or with the teacher's permission.

Electronic devices that disrupt or distract from the learning environment may be confiscated by a teacher for the remainder of the class period, or by administration for a longer period of time. Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. The only exception to this rule is that teachers may direct students in using their phones for legitimate classroom purposes. Students who are using their phone during an unauthorized time or in an inappropriate manner, may have them confiscated. After turning off the device, the student must relinquish the device intact or consequences will ensue. Parents of a student who has his/her cell phone confiscated repeatedly by the same teacher will be contacted by the teacher, who will ask the parent to address the issue at home with their child.

Due to their value, there is a significant risk that personal electronic devices will be lost or stolen at school. If an electronic device 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 763-389-6001, and their child will be called to the office to retrieve the message.

Princeton Schools employs an internet filtering system that notifies personnel when a student attempts to navigate to a site flagged as inappropriate if the student is using a school issued device or logged into Chrome on their personal device at school. A counselor or administrator will address students when this filter indicates a site is of concern for its explicit or harmful content. Students who repeatedly misuse their school-owned devices by visiting inappropriate sites may have them confiscated for a period of time to be determined by administration, and parents/guardians will be contacted.

Although documentation of a person's life has become common in our society, misuse of recordings can cause harm to others and can detract from the mission of the school district. Any audio or visual recording taken at school, at a school event, or on the bus that is demeaning, threatening or offensive in nature will trigger consequences for those involved in the inappropriate behavior.

PERSONAL APPEARANCE & POSSESSIONS

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 revealing clothing. Dress and/or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

In addition, any clothing or items with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promotion of 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 race, ethnicity, religious group, gender, sexual orientation, or class of people will not be allowed. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry or other possessions communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or hate, including but not limited to the Confederate flag, swastikas, and nooses, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals are not allowed, per ISD 477 policy 504. Students whose dress or items are considered to be inappropriate will be asked to change and may be assigned ISS or sent home from school. These guidelines apply to all personal appearance and possessions and encompasses school grounds and events.

Hoods must be worn down at all times for security reasons. Students may not use blankets at school to make up for inadequate clothing or to wrap up during class. Blankets are prohibited from the lunch lines for food safety reasons. Flags worn as clothing or costumes (capets, skirts, etc.) are not appropriate and are not allowed.

DISPLAY OF AFFECTION

Being overly affectionate at school can be uncomfortable for, and offensive to, others and contribute to a sexually hostile environment. "Excessive display of affection" is defined as intimate behavior between two or more people in a public setting, such as prolonged kissing or body contact or touching/fondling private areas of another's body is inappropriate at school and in other public settings. Students displaying such behavior will be asked to stop and will be educated about why this behavior is considered inappropriate in a public setting; students who persist in this type of behavior will earn disciplinary action.

PASSES

When students wish to move from one area to another during class periods or Advisory, they must carry a pass permitting them to do so. Students must be prepared to present their passes to staff upon request. Students who wish to go to another teacher's room must have permission from both teachers (their current teacher and the other teacher). Students must have a pass from their teacher to go to the media center.

OFF CAMPUS

Students leaving campus or in an off-limit area without permission from the office are subject to the consequences of the attendance/discipline policies. Students must receive permission from the office to go to the parking lot during school hours; students who repeatedly ask to go to their vehicle may be denied or escorted by an administrator. Students outside of the building in non-designated areas may be considered off limits and are subject to discipline policies.

TERRORISTIC THREATS

Princeton High School defines terroristic threats 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. School threats fall into the category of terroristic threats, as do statements intended to incite fear in an individual or group. Such acts create an unproductive, disruptive and hostile learning environment for students and staff. All threats will be referred to law enforcement agencies, and may also earn school consequences.

WEAPONS AND THREATS

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. ISD 477 Policy 501 can be found in its entirety on the district website.) Law enforcement will be notified immediately and legal consequences may result. School consequences will be assigned for threats against the school or activation of a fire alarm; these may include suspension or expulsion from school and/or referral to an alternative setting. Students who threaten other students will receive school consequences that may include suspension or expulsion from school and/or referral to an alternative setting, and law enforcement may be notified.

VIOLENCE PREVENTION

The school district has adopted prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

It is the policy of the school district to act promptly in investigating all acts of formal or informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy (Policy 525).

VANDALISM

Students marking or damaging school equipment, lockers or property in any way will be required to clean the article or to pay for damages, or pay for the labor to fix/clean the article. The school will charge a 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. Students who damage and destroy school property may be referred to an alternative setting and/or law enforcement. Intentional damage to a school owned device will earn consequences.

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.

PROBLEM RESOLUTION

The following process is used to resolve questions that students may have with teachers regarding decisions related to grades, attendance or other issues. It is expected that students or parents will contact the teacher first when there are concerns, as it is at this level that most situations are most easily resolved. If resolution of the issue is not achieved at the first level of communication, the student or parent may contact the person on the next level of communication.

Level 1 - Student contacts teacher directly involved with the concern/issue

Level 2 - Student's guidance counselor

Level 3 - Assistant Principal

Level 4 - Principal

BUS RULES

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. High school students are expected to follow the rules to a higher standard than younger students due to their age and experience on the bus. This means that ongoing and/or serious behaviors on the bus will result in escalating consequences, including suspension from the bus and possible removal from the bus for the remainder of the school year. Consequences escalate for students who have multiple incidents. The high school/bus company will review bus expectations with 9th and 10th grade students yearly. When a student is suspended from the bus they may not ride any school bus during that time.

Rules on the bus:

- a) Follow the directions of the driver immediately.
- b) Sit in your seat facing forward.
- c) Talk quietly and use appropriate language.
- d) Keep all parts of your body inside the bus.
- e) Keep your arms, legs and belongings to yourself.
- f) No fighting, horseplay, intimidation, or harassment.
- g) Do not throw anything.
- h) No eating, drinking, or use of alcohol, tobacco, e-cigarettes or drugs.
- i) No weapons or dangerous objects on the bus.
- j) Do not damage or vandalize the bus.

STUDENT DISCIPLINE

Administration will investigate violations of the code of conduct and district policy. Students are not required to provide private or confidential information about themselves during an investigation, however, conclusions will be drawn based on the information gathered.

SUSPENSION (In-School)

When a student is sent out of class by a teacher the student is expected to comply immediately and report to the office (if they aren't authorized to report to processing through an IEP accommodation) where they will meet with an administrator. Students who fail to leave the classroom and who require an administrator to coax them to the office or who don't report to the office when directed will earn more severe consequences.

Students who are sent out will complete the hour in In-School Suspension (ISS). While in ISS, students are expected to put their phones on the ISS supervisor's desk, fill out a thinking sheet, then work on assignments from classes, or as part of their restitution/education for their actions. The rules of ISS are posted and must be followed in order to stay eligible for ISS in the future.

SUSPENSION (Out of School)

Definition: "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an

immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

A student may be dismissed on any of the following grounds:

1. Willful violation of any willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. 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
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the district's school grounds during the entire time of suspension, including evening activities. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

EXPULSION

Definition: "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

Grounds: A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

Length of Expulsion: When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion.

Permanent Record: The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapons violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

SCHOOL RESOURCE OFFICER

Princeton Public Schools, in conjunction with the Princeton Police Department, employ Princeton Police Officers to act as the school resource officer (SRO). The SRO may be involved with an investigation related to suspected criminal activity. The SRO will provide direct advisory services to the school, individuals and groups as necessary.

ACADEMIC HONESTY

Princeton High School students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standards, and any act that misrepresents a student's schoolwork or that diminishes the rights of other students to fair competition is forbidden. Teachers are expected to teach the specifics of academic honesty as it may pertain to their discipline in every class early in each trimester.

Academic dishonesty includes, but is not limited to, cheating on assignments or exams, assisting another student in cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation, i.e. using, without attribution, another person's ideas, concepts or words), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned.

Definition of Cheating:	Definition of Plagiarism:
Cheating can be defined as using someone else's work in an attempt to get credit without putting in mental or physical effort.	Generally speaking, plagiarism is defined as using the ideas or work of others to represent <i>your</i> own knowledge, learning or work. Typically this is seen in papers and essays.
<p>Examples include:</p> <ul style="list-style-type: none"> → Copying any portion of another student's homework with or without his/her permission → Copying answers from another student's test → Being responsible for/being a part of the transference of confidential information (i.e., test answers or test/quiz copies) → Using notes and other materials whether in print or electronic form to assist during assessments → Allowing one's work to be copied → Having someone else do your assignment that was meant to be done alone 	<p>Examples include:</p> <ul style="list-style-type: none"> → Submitting assignments that have been copied from someone either word for word, or with words changed → Using someone else's thoughts, phrases or words without crediting them

Any staff member may make written reports of academic dishonesty; teachers who submit a report of academic dishonesty will include the following information: a) the date(s) when academic honesty expectations were taught that trimester, and b) the substance of the teaching about academic honesty. Parents will be informed of each incident by the teacher, and consequences will be assigned by an administrator. A substantiated report of academic dishonesty will result in one of the following consequences:

First Offense	No credit will be earned for the assignment/ test/activity/project on which academic dishonesty occurred. A retake (of tests), a rewrite (of papers), or another chance on projects will be allowed, and must be scheduled within seven calendar days with the teacher. The student will meet with the dean or assistant principal for a discussion about the violation. The student who violates this expectation by assisting another student in cheating will meet with the dean or assistant principal who will explain why their action is considered Academic Dishonesty and the student's parent/guardian will
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	be contacted.
Second Offense	No credit will be earned for the assignment/test/activity/project on which academic dishonesty occurred. Further education about what constitutes academic dishonesty will occur. In School Suspension will be assigned. The student who violates this expectation by assisting another student in cheating will also earn In School Suspension, and his/her parent or guardian will be contacted.
Third and all other Offenses	Grade of "F" for the assignment/test/activity on which the academic dishonesty occurred. ISS will be assigned. An original essay about academic dishonesty will be assigned. After three violations, consideration will be given to withdrawing the student from the course in which the academic dishonesty occurred and assigning a final grade of "F" for the trimester.

Consequences for students who assist in academic dishonesty will also escalate as their incidents increase.
Note: National Honor Society students who engage in any aspect of academic dishonesty jeopardize their status as a member of NHS.

All written, substantiated reports of academic dishonesty will become a part of the student's disciplinary file and will be reported to the Activities Director who will assign consequences if there is a MSHSL violation. Incidents of academic dishonesty are cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School and consequences escalate.

STUDENT ACADEMICS

ACADEMIC OPTIONS

CAREER ACADEMIES

Princeton High School offers six Career Academies that align with the current program and the MN career wheel with the purpose to connect students to real-world, outside experiences and provide a rigorous program with meaning and relevance to the field. Students graduating in an academy are recognized in the graduation ceremony program. Students graduating with advanced achievement recognition in an academy will also receive a medal.

- Business, Management, and Administration Academy
- Information Systems, Communications, and Art Academy
- Engineering, Manufacturing, and Technology Academy
- Health Science Academy
- Agriculture and Natural Resources Academy
- Human Services Academy

ACCELERATED COURSES

Princeton High School offers some accelerated courses in grades nine and ten to provide an opportunity for academic challenge before students are of age for Advanced Placement (AP) or College in the Schools (CIS) courses.

ADVANCED PLACEMENT (AP)

AP is a nationally recognized program that provides willing and academically prepared students with the opportunity to pursue college-level coursework while still in high school. AP courses are nationally accredited, high rigor, college-level courses created and regulated by the National College Board. Students are able to earn college credit for an AP course if they earn 3 or better on the AP Exam given in the spring.

COLLEGE COURSES

Princeton High School offers College in the Schools (CIS) through concurrent enrollment with Anoka Ramsey Community College, St. Cloud State University, Pine Technical and Community College, and St. Cloud Technical and Community College. Our CIS program allows students to have a head start in their college education and experience the rigor of college-level courses with PHS teachers and peers.

CTE COLLEGE ARTICULATED COURSES

Career and Technical Education (CTE) courses may offer college credit through articulated colleges to sophomores, juniors and seniors.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

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. Additional PSEO information can be found in its entirety in the Registration Guide.

PSEO courses are taken through the providing institution. Therefore, grades and college transcripts are provided through those institutions. The registration dates and course add/drop dates as well as assignment due dates are communicated from the institutions and those instructors. That information varies from institution to institution. Students are responsible for knowing those various dates and adhering to them.

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.

Credits earned through credit recovery do not impact GPA and are not NCAA approved courses.

PRINCETON ONLINE MN (POM)

Students may choose to supplement their seat-based course schedule with online courses. Students may access supplemental online courses (supplemental students) through POM. Additional information is available from guidance counselors and the POM Coordinator.

CREDIT RECOVERY

In cooperation with Princeton Area Learning Center (ALC), students have the opportunity to make up credits through the Credit Recovery Program. Students are able to recover up to three credits per year, including summer school. The Credit Recovery Program is offered after school each trimester and during the summer. Students are required to attend the in-person credit recovery sessions in order to earn credit. Students will not earn a traditional grade in any of these courses. After completion of the courses, students will either earn a “pass” grade or a “no grade” grade. Credits are assigned on .33 increments based on progress and attendance. Credits earned through credit recovery do not impact GPA and are not NCAA approved courses.

NCAA

The Clearinghouse is the agency that handles all eligibility for Division I and II athletics. The National Collegiate Athletic Association (NCAA) encourages students to apply online. Be sure to request your high school transcript to be sent to the NCAA. Princeton High School’s code: 242-030.

Division I or II Athletics

Visit www.eligibilitycenter.org to view an NCAA reference guide. This guide is subject to change.

To be eligible to play Division I or II athletics, students need to fulfill the NCAA core course requirements. By registering with the NCAA, students can plan their academic career with these requirements in mind. See your counselor for further information.

POM courses completed prior to 2022-2023 school year, are **not** NCAA approved. Always check with your counselor regarding NCAA approval prior to taking any course.

ACADEMIC SUPPORTS

Princeton High School offers a variety of supports for students in and outside of the classroom. Students who are in need of support should meet with their guidance counselor to discuss available options.

MEDIA CENTER & ACADEMIC RESOURCE CENTER

The Media Center is available to students with passes from their teacher throughout the day as a place to complete work. During period 4, teachers in English and Math may be available for student support. Students will be informed of how to access available resources and teacher support.

LINK

Link Crew is a national program that focuses on helping freshmen make a successful transition to high school. A diverse selection of Princeton High School juniors and seniors engage in summer training that culminates in a strong introduction to the high school for incoming ninth graders. Starting on the first day of school, Link Crew members meet with freshmen in small groups to give tours, answer questions, and build relationships that will support our freshmen throughout the year.

GUIDANCE COUNSELORS

PHS guidance counselors assist students in identifying and achieving educational, career, personal, and social goals. Students may make appointments by seeing the guidance secretary in the Guidance Office, and may drop by to see if a guidance counselor is available. Parents may call the Guidance Office at 763-389-6018 to schedule a time to meet with their child's guidance counselor.

ADVISORY

Students will be assigned to an advisor and will meet in their Advisory group on Wednesdays. This program is required for all students, and students must attend every week. The curriculum is a 9-12 program that features an interactive series of activities designed to help all students graduate from high school better prepared for post-secondary success. Students are required to meet specific milestones that are noted on final student transcripts. Protracted failure to attend Advisory will result in truancy proceedings.

DIRECTED STUDY

Students will be assigned to a Directed Study which will meet every day during period 4. This daily opportunity to check grades, attendance, complete assignments, study, or even take tests can support students in their academic success at Princeton High School. Attendance is required in Directed Study for all students every day. Failure to attend Directed Study can result in truancy proceedings.

EARNING A PRINCETON DIPLOMA

GRADUATION REQUIREMENTS

The school year at Princeton High School is divided into three trimesters with 6 periods per trimester. 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 in the Registration Guide, and complete the required personal learning plan and post-secondary planning requirements assigned during the Advisory period. Information about required courses and further clarification of the requirements are identified in the Princeton High School Registration Guide and ISD 477 Policy 613.

PHS COURSE REQUIREMENTS	
SUBJECT	REQUIRED CREDITS (GRADES 9-12)
English	9
Social Studies	7
Mathematics	9
Science	7
Physical Education	2
Health	1
College & Career Exploration	1
Arts*	2
Electives	27
Total Graduation Credits	65

**Specific courses that fulfill the Arts credit requirements can be found in the Registration Guide.*

REQUIREMENTS TO PARTICIPATE IN COMMENCEMENT (GRADUATION CEREMONY)

Any senior who has not fully met the graduation requirements by the end of the last school day of the school year will not be eligible to participate in graduation exercises of that school year.

Students who are short credits at the end of grades nine, ten, and eleven are encouraged to make up the deficiency in after school credit recovery or summer school credit recovery the year following the failed course.

Any senior wishing to participate in graduation ceremonies must complete all graduation requirements prior to commencement, according to a timeline established by the principal, and must be a student in good standing. All school property (books, equipment, 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 expected to wear the traditional black graduation cap and gown and to wear skirts/dresses or dress slacks and dress shoes under the robe. Jeans/shorts and casual 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. Clothing will not be embellished.

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

The following academic recognitions and insignia are awarded to seniors who have met all graduation requirements for earning a high school diploma. Per ISD 477 Policy 550, no other cords, stoles, or insignia, except those awarded and approved by administration, are permitted to be worn during the graduation ceremony. An American Indian student **may request through the principal** to wear American Indian regalia, Tribal regalia, or objects of cultural significance at the graduation ceremony.

EARLY GRADUATION

If a student has met all graduation requirements, they may elect to graduate early. The student must meet with their guidance counselor and complete necessary paperwork. The early graduate must understand that he or she:

1. May not participate in sports or activities sponsored by the school after the early graduation date except to finish a season that officially began before the end of second trimester.
2. May not participate in PSEO.
3. Are not allowed in the school building or on school property during the school day without permission from an administrator.
4. May attend school sponsored functions such as dances, Spring Fling, etc.
5. May attend prom.
6. Must attend graduation rehearsal if participating in the graduation ceremony.
7. May attend the community sponsored Senior Party.

GRADING

Teachers will establish the requirements to meet in order to earn a grade in a course and include them on the course syllabus. Students will be informed of these requirements at the beginning of each course by the teacher and they will be included on the course syllabus.

GRADING SYSTEM

The grading system is based on an “A” through “F” scale. Grades are published via Skyward Family Access. The grading scale is as follows:

GRADING SCALE			
A	93 - 100%	C	73 - 77%
A-	90 - 92%	C-	70 - 72%
B+	88 - 89%	D+	68 - 69%
B	83 - 87%	D	63 - 67%
B-	80 - 82%	D-	60 - 62%
C+	78 - 79%	F	59 & below

GRADE POINT AVERAGE (GPA) & WEIGHTED GRADING

GPA is based on a 4.0 scale. Points awarded for regular courses are as follows:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

The district offers weighted grades for courses provided they are identified as more rigorous or academically challenging and are limited to the following:

- All Advanced Placement (AP) courses offered by the school district
 - AP courses taken through independent study are not weighted.
- All College in the Schools (CIS) courses offered by the school district

Points awarded for weighted courses are as follows:

A	5 points
B	4 points
C	3 points
D	0 points
F	0 points

GRADING

Grades are available in Skyward throughout the trimester. Teachers update grades weekly on Tuesdays at 8:30 a.m. for any assignments due the prior week with some exceptions for large papers that take longer to assess.

Final trimester grades are posted in Skyward the first regular school day after the end of trimesters 1 and 2 and the Monday after Graduation for trimester 3.

Posted grades are final. The final grade of each trimester will be recorded on the student's permanent record. Credits taken through the Post-Secondary Options will be part of the permanent transcript. Students must take these classes for a letter grade, if that option is available.

INTERPRETATION OF GRADES			
A	Excellent	I	Incomplete
B	Very good	P/F	Pass/Fail
C	Satisfactory	W	Withdrawal from course without penalty
D	Lowest passing mark	AU	Audit
F	Failure		

INCOMPLETES

A deadline for handing in the required work will be established by the teacher. Incomplete work must be completed in a reasonable timeframe, determined in partnership with teachers. Failure to complete this work may result in an incomplete grade turning to a "F" (failure). Students who repeat a class will have both grades recorded on their transcript but earn only one credit. Students receiving a D+, D, D- in a required course may request to repeat the course and earn a credit.

A teacher may grant an extension for incomplete work past the end of the trimester. If the work for the approved extension is not completed within two (2) weeks after the end of the term, or by an earlier date if specified by the teacher, the incomplete final grade for the trimester course will automatically be changed to an "F". Granting Incompletes are not considered for students who have made little or no progress during the trimester.

AUDIT OPTION

Auditing a course means that the student will not receive credit or a grade for the course and is not responsible for tests or assignments. This option is only available to juniors and seniors wanting to explore a subject area. Students wishing to audit may request to do so any time during the first two weeks of the trimester. A request to audit a course must be submitted to the counselor and approved by the teacher and principal. Students auditing a course must attend the course. Students who do not attend will be rescheduled into a study hall.

SCHEDULE CHANGES

Classes are formed, schedules created, and staff hired and assigned on the basis of student registration. Once this process has been completed, schedule changes are discouraged, and in many cases, not possible.

Changes are only honored if it is educationally best for the student and there is room in the desired course.

Examples of “acceptable” schedule change requests include:

- Inappropriate course placement.
- Course prerequisites have not been met.
- Course has been taken and cannot be repeated for credit.
- Acceptance to a special program, medical reason, or administrative action.

No classes may be added after the first two days of each trimester. All schedule changes other than dropping a class beyond the first two days of the trimester will require special permission from the building principal with the exception of a Princeton Online Minnesota course. Students must consult with their counselor for a drop/add form, which requires parent, teacher and counselor signature.

DROPPING CLASSES

Students may drop a course up to the 10th school day of the trimester. If you withdraw from a class after the 10th day of the trimester, your transcript will reflect a grade of F. Students are allowed to only carry one non-credit bearing course a trimester. Should the student fall below five classes, the class(es) being dropped will reflect an “F” for the final grade.

TRANSCRIPT REVISION

Princeton High School will only revise transcripts if a clear and correctable mistake was made on the existing transcript. Any request for transcript revisions must be submitted to the student’s assigned guidance counselor. The request will be reviewed by administration for approval. Once approved, changes will be reflected in the student information platform and a new transcript will be processed.

REPEATING COURSE(S)

If a student does not pass a required class with a 60% or higher overall grade, the credit will need to be made up through credit recovery or repeated during the regular school day schedule. Students who fail a course are responsible for working with guidance counselors to re-enroll in the course. Students and families are responsible for ensuring that all graduation requirements have been met through successful course completion. If a course is repeated, both grades will remain on the transcript.

ACADEMIC RECOGNITION PROGRAMS

All awards and recognitions are made using the student's weighted GPA. Not all courses are weighted. A full-time student is enrolled in six classes per trimester. One class can be non-credit bearing per trimester.

School Board Scholars - Fully enrolled students, after completion of eleven (11) trimesters of high school, whose weighted GPA ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton Public School, will be designated as School Board Scholars. The recipient and the recipient's parents or guardians will be recognized at a reception sponsored by the school board. Each recipient will receive a certificate recognizing the student's status as a School Board Scholar.

Principal's List - Full-time students earning only grades of A and/or A+ in any trimester receive a certificate for that trimester.

A Honor Roll - Full-time students earning a GPA of 3.5 or above in any trimester receive a certificate for that trimester.

B Honor Roll - Full-time students earning a GPA of 3.0-3.499 in any trimester receive a certificate for that trimester.

GRADUATION RECOGNITION PROGRAMS

Commencement Ceremony & Graduating with Honors - The following academic recognitions and insignia are awarded to seniors who have met all graduation requirements for earning a high school diploma. No other cords, stoles, or insignia, except those awarded by, and approved by, administration are permitted to be worn during the graduation ceremony.

Valedictorian	The student having the highest academic achievement of the class, as measured by GPA after completion of eleven (11) trimesters of high school, will deliver the valedictorian address at graduation.
Salutatorian	The student having the second highest academic achievement of the class, as measured by GPA after completion of eleven (11) trimesters of high school, will deliver the salutatorian address at graduation.
Summa Cum Laude (GPA 3.900 or higher) - Gold Cord	Seniors, after completion of eleven (11) trimesters of high school, whose GPA is 3.900 or higher, and have met all requirements for diploma, will wear a gold cord at the graduation ceremony.
Magna Cum Laude (GPA 3.7-3.899) - Red Cord	Seniors, after completion of eleven (11) trimesters of high school, whose GPA is 3.7-3.899, and have met all requirements for diploma, will wear a red cord at the graduation ceremony.

Cum Laude (GPA 3.5-3.699) - White Cord	Seniors, after completion of eleven (11) trimesters of high school, whose GPA is 3.500-3.699, and have met all requirements for diploma, will wear a white cord at the graduation ceremony.
B Honor Roll (GPA 3.000-3.499) - Gold Tassel	Seniors, after completion of eleven (11) trimesters of high school, whose GPA is 3.000-3.499, and have met all requirements for diploma, will wear a gold tassel at the graduation ceremony.

Additional Graduation Recognition

NHS Member – Royal Blue Cord	Seniors who are members of National Honor Society
Military Enlisted – Red, White and Blue Cord	The student must provide enlistment information to his/her guidance counselor at least one week prior to graduation. Documentation verifying enlistment status may be required by the principal.
Career Academies Advanced Achievement - Medal	Seniors who have completed the Advanced Achievement requirements portion of their selected Career Academy

NATIONAL HONOR SOCIETY

Selection into the National Honor Society (NHS) is an honor. Eligible students may apply in the spring for membership. A screening committee must endorse the request for membership. Selection is based on outstanding scholarship, character, leadership and service to school and community.

Criteria for Application to NHS:

1. Must have a minimum 3.5 cumulative GPA.
2. Must be in 11th or 12th grade.
3. Must be actively committed to school and/or community activities.

STATE TESTING

MN DEPARTMENT OF EDUCATION 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 academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children 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, non-credit 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 Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 MCAs 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 a parent chooses not to have their child 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.

Academic departments may have criteria connecting a student's state test to a course requirement. If a parent or guardian chooses not to have their child participate in the state test, the teacher will assign a replacement requirement.

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](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

MINNESOTA DEPARTMENT OF EDUCATION

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. See Opt-out form below.

This Form may be accessed at this link:

<https://drive.google.com/file/d/1HLRFsxP0doANdAZw44l03XcLaGWrnhts/view>

PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS FORM
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 1 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](#).

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 _____

If, in the school's opinion, no undue wear has occurred, there will be no assessment for the use of district-owned property. If there has been undue wear or vandalism, or if an item (e. g. a lock) is not returned, students will be assessed fines for the damage to or for the replacement of the item. (ISD 477 Policy 502 can be found in its entirety on the district website.

STUDENT SERVICES

SUPPORT SERVICES

SPECIAL EDUCATION

The focus of special education services at the high school is to ensure a Free and Appropriate Public Education (FAPE) for eligible students identified to have a disability that puts them in need of individualized and specially designed instruction.

Special education teachers support and consult with general education teaching staff, team-teach in targeted classrooms, have on-going communication with parents of those students on their caseloads, and work directly with students that have an Individualized Education Plan (IEP).

ENGLISH LEARNING (EL)

The EL program offers support to students whose primary language is not English and meet district/state EL program entrance requirements. Supports are designed to support academic language development of EL students at all levels in reading, writing, speaking and listening.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

MTSS is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. Specific MTSS courses are designed to support specific student needs in the areas of time management, engagement and other specific content areas. The MTSS team regularly reviews data and makes recommendations for support.

IMPORTANT CONTACT INFORMATION

Director of Student Services

Lana Talberg
763-389-6191
lane.talberg@isd477.org

Special Education Coordinator

Lauren Johnson
763-389-6730
lauren.johnson@isd477.org

Special Education Assessment

Lori Sandin
763-389-6194
lori.sandin@isd477.org

EL & Spanish Teacher

Dayna Hillcrest
763-389-7211
dayna.hillcrest@isd477.org

GUIDANCE SERVICES

CREDITS AND GRADUATION REQUIREMENTS

Students need to pass high school courses in order to earn the required 65 credits required for a diploma and complete advisory curriculum. These credits include required courses as well as elective options. See the [Course Registration Guide](#) for additional information. These requirements are addressed at class meetings and during Advisory time. Don't hesitate to ask counselors or any teacher or administrator questions about graduation requirements. Additional information is linked on the website and in the student handbook. Counselors will assist students with scheduling to ensure all required credits are able to be accessed.

ASSIGNED COUNSELORS

Counselors are a primary contact for students and parents. As questions arise about schedules or concerns at school, the counseling office is the best place to start. Counselor are assigned according to the first letter of the student's last name:

- **Tricia Ford**, Counselor A-G, 763-389-6016 (tricia.ford@isd477.org)
- **Erica VanDenheuvel**, Counselor H-O: 763-389-6021 (erica.vandenheuvel@isd477.org)
- **Jake Scardigli**, Counselor P-Z, 763-389-7226 (jake.scardigli@isd477.org)
- **Gwen Rapp**, Counselor/Guidance Assistant, 763-389-6018 (gwen.rapp@isd477.org)

STUDENT RECORDS

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Parents/legal guardians and eligible students have the right to inspect and review the student's educational records, and may request copies of their permanent records (transcripts) from the high school. Parents/legal guardians and eligible students have the right to request the amendment of the student's educational record. The office staff may need advance notice. Health records are kept in the health office. Special education personnel sometimes have additional records on students with whom they are working with. Rights of parents/guardians extend to this information as well as those maintained in the student's cumulative file. (For more information see Policy 515, Protection and Privacy of Pupil Records at www.isd477.org).

DIRECTORY INFORMATION REGARDING STUDENTS

Directory information is defined as 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, dates of attendance, grade level, enrollment status (ie. full- or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received. It also includes the name, address and telephone number of the student's parent(s)/guardian(s)..

Directory information does NOT include: a student's social security number, student id number or personal identifier for the purpose of accessing electronic data, any information which references religion, race, color, social position or nationality, or data collected from non-public school students other than those who receive shared time educational services unless consent is given by the student's parent/guardian.

Student directory data by law are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. Student directory data include student

name, address, telephone listing, email address, photo, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student, and other similar information about the student. **Parents and guardians who wish to restrict this data from the general public should send a request specifying the exact data to the building principal by Oct. 1 of each school year.** The request must include information as outlined in Policy 515, available in its entirety on the district website.

MEDIA & TECHNOLOGY

The Princeton High School Media Center is located in the center of the school. Students can access the Media Center for media and technology needs.

MEDIA CENTER EXPECTATIONS

The Media Center aspires to be a collaborative learning space and welcomes classrooms, as well as individual students *who have a pass from their teacher*. Expectations for behavior include respect for other students and for the space. Students are asked to not be excessively loud and to clean up after themselves. Students who wish to use the Media Center but are not part of a class visiting the Media Center *need to have a pass from their teacher to the Media Center*.

Books are checked out for four weeks at a time. They may be renewed for an additional four weeks as long as no one else has requested them. Students may stop into the Media Center any time to renew books, even if the book(s) are at home. When a book is lost or destroyed the student will need to pay the cost of the replacement for that book.

STUDENT DEVICES

Students are issued a school-owned device (Chromebook) at the beginning of the school year. Students are expected to:

1. Bring the charged device to school daily.
2. Be responsible for keeping the device secured and undamaged at all times.
3. Report loss or theft to Media Center staff immediately.
4. Get assistance for device/technology issues and troubleshooting in the Media Center.
5. Follow district guidelines set forth in policy.

EDUCATIONAL MEDIA AND TECHNOLOGY CONTACTS

HS Media Specialist

Britteny Muus

763-389-6050

britteny.muus@isd477.org

MEDIA CENTER HOURS

Monday - Friday: 8:30am - 3:30pm

TECHNOLOGY HELP

Submit a HelpDesk ticket by visiting the website:

<https://isd477public.on.spiceworks.com/portal/registrations>

HEALTH SERVICES

The Health Services team welcomes any communication or questions related to student health. Please visit our webpage at <https://www.isd477.org/district/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.

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 contact 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.

HEALTH OFFICE CONTACT INFORMATION

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

District Nurse

Nicole Wyganowski, RN, LSN

763-389-6195

nicole.wyganowski@isd477.org

HS Health Office

Joyce Anderson

763-389-6019

[Email: joyce.anderson@isd477.org](mailto:joyce.anderson@isd477.org)

HS Health Office Fax: 763-389-5816

<https://www.isd477.org/district/health-services>

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.

NUTRITIONAL 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*.

STUDENT WELLNESS

MENTAL HEALTH

The district recognizes the importance of mental health awareness and regularly shares the following information related to resources available to families. For additional information and possible assistance with accessing mental health support, contact the Guidance Office or the Health Office.

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 74741 to connect to a trained crisis counselor

Four County Crisis Response Team

320-253-5555 or 1-800-635-8008

- Mental Health Crisis Services for Benton, Sherburne, Stearns and Wright Counties
- 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

www.SAVE.org

- Resources for survivors to help cope with loss

NUTRITION SERVICES

Princeton High School 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 consequences.

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 entree purchases or other charging, 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. 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 and classroom 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 <https://www.isd477.org/district/food-service>.

Student Lunch Menus

Menus are published on the Princeton Public School website 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.

Student Cold Lunches

Parents are encouraged to send well-balanced lunches if the child is bringing a cold lunch. ***Students or parents may not call in orders to have meals delivered to school. Students are not allowed to have food***

or beverages brought to the school by anyone other than their own parents or guardians. Students who choose not to access School Nutrition Services, may bring lunch from home. Microwaves are available for student use in the eating areas.

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.

SCHOOL EVENTS

DANCES

Dances are held throughout the school year for a variety of occasions and are open to PHS students and their guests in grades 9-12. (See below for Prom information that differs from other dances)). Middle school students are not allowed at high school dances. Administration reserves the right to remove students and/or guests at their discretion. Attendees will not be readmitted once they leave the dance. Full-time Princeton students who are in good standing at the ALC and POM may attend dances with prior approval from a PHS administrator and the ALC or POM administrator.

Prom is a formal event designated for juniors and seniors who are enrolled in PHS, and their guests. Juniors and seniors attending the prom may invite one guest. Sophomores may attend only as guests of a junior or senior. Freshman students may not attend Prom. Full-time Princeton students who are in good standing at the ALC or POM may attend with prior approval from a PHS administrator and the ALC or POM administrator. Princeton Online students who are enrolled in another Minnesota high school and who are taking supplemental Princeton Online courses may only attend dances at the High School as the guest of a student fully enrolled in our district.

SPRING FLING

Spring Fling is a Princeton High School event that is **not** open to visitors or alumni. Princeton students who are in good standing at the ALC may attend with prior approval from a PHS administrator and the ALC administrator. Full-time Princeton Online students who are in good standing may attend with prior approval from a PHS administrator and the Online Coordinator. PHS seniors who have graduated early may attend after notifying administration of this intent.

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed in the school building requires the prior approval of the principal, assistant principal or activities director. An approval signature and date must be visible on the lower right hand corner of the poster. Posters cannot be displayed on doors, sheetrock walls, in bathrooms or stairways; bulletin strips are provided to display posters. Only tacks, staples and masking tape may be used to hang posters. Limited space requires poster size to be no larger than 11" x 17" and that the numbers of flyers and posters for the same event be limited to seven. Individuals who put up posters are expected to remove the posters after the date has passed.

FIELD TRIPS

School rules and attendance practices apply during school-sponsored field trips. Students attending a school-sponsored field trip must ride school transportation.

GUEST PROCEDURES & EXPECTATIONS FOR DANCES

PHS students may host one guest; forms are available in the main office.

Guests must:

- Have their school's administrator sign their form
- Be approved by a PHS administrator by the Wednesday prior to the dance
- Not be enrolled in Middle School
- Be under the age of 20 on the day of the dance
- Be in possession of a photo ID
- Enter and leave with their PHS host

The PHS host must check that their guest was approved prior to the dance.

Administration can deny admittance to any student or guest.

Students and guests must adhere to school rules.

YEARBOOK & STUDENT PORTRAITS

DATES AND DEADLINES THAT APPLY TO ITEMS BELOW ARE COMMUNICATED TO STUDENTS THROUGH THE DAILY STUDENT BULLETIN WHICH IS SENT TO ALL STUDENTS' SCHOOL EMAIL ADDRESSES.

SENIOR PORTRAITS

Seniors must have their photo taken by the approved school photographer. These photos will also be used for the local community newspaper's graduation insert at the end of the year. 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 for inclusion in the yearbook instead of their school photo by the posted due date which falls on the school day prior to Thanksgiving break. Photos may not contain any props and school dress and appearance policy applies. (see ISD 477 Policy 504)

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. Photos must be submitted by the established deadline in order to be included in the yearbook. 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.

UNDERCLASSMEN PORTRAITS

Underclassmen must have their picture, an individual vertical headshot, taken by the approved school photographer on either of the designated school photo days at the high school to be included in the current volume of the yearbook. Photo submissions will not be accepted. Any photos taken at other buildings/locations are not able to be included in the yearbook.

YEARBOOK PURCHASE

Yearbooks can only be purchased through our publisher's website. Yearbooks do increase in price as the year continues, so order early for the best price. It is not guaranteed that yearbooks will still be available for purchase at the end of the year, so it is recommended that yearbooks are ordered early. If additional books are available after online sales have ended, they will be for sale the Wednesday after Memorial Day at 8 AM outside of the yearbook room on a first come, first serve basis.

SCHOOL PORTRAITS FOR IDENTIFICATION

All students, including seniors, **must** have their picture taken by the approved school photographer on either of the designated school photo days at the high school for student identification purposes. Students are not allowed to wear a hat or hood for this photo.

LOCKERS

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 authorities for any reason at any time without notice, without student consent, and without a search warrant.

The use of lockers, school property, etc. is without expense to the student if the student uses this equipment properly. Students will be charged for damage or vandalism incurred to lockers, and other damaged or lost school property that was stored in a student's locker such as Phy Ed locks and equipment, books, devices, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately. Damage or loss of a student's chromebook will be addressed per the contract signed by parents.

Students are allowed to use their assigned locker at no cost. Students are expected to maintain their lockers in a neat and clean manner. Do not kick, punch or pry lockers; do not write on or apply stickers to the lockers. If damage or vandalism occurs to a locker, the student who is assigned the locker or who is known to have damaged the locker will be responsible for repair costs. Do not exchange lockers without notifying the office and receiving permission.

Lockers are intended to keep school materials and personal articles safe. Lockers should be kept LOCKED at all times, and combinations should be kept confidential by the student. Lockers (or combinations) should not be shared with other students as this often results in lost or stolen articles for which the school assumes no responsibility. Combinations may be changed by the custodians if necessary. If the student experiences difficulties with a locker, this should be reported to the office and a custodian will see to it as soon as possible.

The personal possessions of students within a school locker may be searched when school authorities 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 authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person. This policy may be found in its entirety on the district's webpage.)

SAFETY AND SECURITY

THEFT REPORTS

Theft report forms should be filled out in the main office. The school resource officer and assistant principal will be made aware of the theft. Every effort will be made to recover the stolen item(s).

INTERVIEWS WITH STUDENTS BY OUTSIDE AGENCIES

(Policy 519. This policy can be found in its entirety on the district's webpage.)

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district.

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

MANDATED REPORTING

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of students, it is the policy of the School District to comply with state mandates by requiring teachers and staff to report suspected neglect and physical or sexual abuse of children. (MN. Statute Section 262.556, Sub. 3. Policy 414.)

VISITORS

Any persons other than Princeton High School students, staff or district personnel are regarded as visitors during the school day and must be cleared through the security office at Door 1 before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until after the final bell to visit with staff members in order to reduce disruptions and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

Student visitors to school are discouraged. Students who have a legitimate educational reason to visit our school must have their parent/guardian contact the high school office to explain their desire to learn about PHS and be approved by an administrator. Visitors may be allowed if they are seriously considering a transfer to Princeton at some time in the near future.

PESTICIDES

An estimated schedule of applications of pesticides is available for review at the Building and Grounds Office. A parent may receive prior notice of each application if specifically requested. Visit the [Health and Safety page](#) on the district website for further information regarding pesticide and herbicide application notification.

EVACUATION

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. If you are in class when the alarm rings, stay with your teacher and class. If you are separated from your class, report to the nearest staff member and stay with that person.
2. Once out of the building, remain 100 feet from the building and off roadways until the “all clear” signal is given. Stay with the group.
3. If the alarm rings during lunch time, exit the building immediately, leaving the trays on the table, and follow the directions of staff members. If this is a planned drill or a false alarm, you will return to the cafeteria, finish your lunch, and bus your tray.
4. Listen for announcements upon return.

LOCKDOWN/CLEAR THE HALLS

Minnesota state law requires schools to practice at least five lock-down procedures per year in order to prepare for emergency situations that may arise. Administration and staff at Princeton High School work closely with local police and fire officials to regularly run scenario-based lock-down drills in order to increase our ability to respond effectively to potential crises. Crises, by their nature, are unpredictable and call for differing responses, and staff are trained so they are prepared for a range of situations. Student safety is of primary concern during lock-downs, therefore it is imperative that students work cooperatively with staff during drills and emergencies. All drills are announced as practice, and are typically conducted with minimal disruption to the school day.

From time to time at the High School we need to “clear the halls” to provide privacy or security for a medical situation or for administration to address a disruption. We ask that parents/guardians and students refrain from contacting the school for detailed information during these or similar events.

SEVERE WEATHER, INCLUDING TORNADOS

A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. To ensure that students and staff are prepared for possible tornado events, Princeton High School conducts at least one severe weather drill a year. These procedures will be followed:

1. An announcement will be made over the intercom.
2. Teacher and students should remain calm and take the prescribed route to their assigned shelter area. Students and teachers should sit quietly on the floor in a tuck position.
3. Teachers account for students who were in their classroom at the time the alarm sounded by taking roll. They also maintain order and discipline in the shelter areas.
4. The “all clear” will be announced over the Public Address system and students will return to class.

EVACUATION AND RELOCATION

In the case of the need to evacuate students from the building and relocate to another location for reunification with parents/guardians, the district will implement its Relocation/Reunification Plan. Parents/guardians will be notified of how/when/where to reunite with their child via the Skyward messaging system and on the district website.

PRINCETON ONLINE MN

STUDENT HANDBOOK SUPPLEMENT

This section is a supplement to the Princeton High School Student Handbook and provides additional information that pertains to students enrolled in Princeton Online Minnesota (POM). Princeton Online MN students are subject to all ISD 477 policies, procedures and the Princeton High School Student Handbook.

After being enrolled in Princeton Online MN, students are required to attend an Intake Meeting with parent/guardian and POM Coordinator. Students will receive an email containing their username and password which are required to access POM courses. During this communication, the student will receive student account login and credentials.

Students enrolled in a homeschool program are able to enroll in POM courses but must complete the coursework at a school site. A minimum of five hours per week, per course, must be done within a Princeton School District building. These hours and the location must be arranged with and approved by the Princeton Online Coordinator in advance.

PRINCETON ONLINE MN CONTACT

Princeton Online MN Coordinator

Rebecca Fuller

763-389-6069

rebecca.fuller@isd477.org

Princeton Online MN Assistant

Dawn Strande

763-389-6028

dawn.strande@isd477.org

Princeton Online MN Coordinator Office

Princeton High School Media Center Rm 1

Princeton Online MN Website

<https://princetononline.isd477.org/>

REQUIREMENTS FOR FULL TIME POM STUDENTS:

ATTENDANCE

Minnesota law requires students to attend school. Online academics and attendance will be closely monitored. Truancy procedures will be followed upon weekly review of minimum online attendance. Online learning platforms are designed to collect and record data that substantiates the academic progress, work completion and attendance of POM students. POM students are expected to follow [District Policy 503](#) along with the following:

- Minimum attendance is reviewed on Monday for the previous week. One required assignment/quiz/test per course is expected. Documentation will be entered into Skyward as 5-hours of unexcused absence without completed work.

VIRTUAL CLASS-CONTENT MEETS ARE REQUIRED

Academic instruction is the core of our program. All courses will have scheduled Class-Content Meets to assure and deepen the learning of the curriculum. Core Class-Content Meets will be scheduled weekly on Tuesdays. Elective Class-Content Meets will be the 1st & 3rd Thursday of each month.

ADEQUATE WEEKLY PROGRESS

Students are expected to make adequate progress. A reasonable pace is to engage in the online courses at least 16-20 hours per week.

DIRECT SUPPORT & INTERVENTION SERVICES

Students on Individual Education Plan (IEP), 504 Plan, or English Learners may have Direct Service provided by a special ed teacher, EL teacher, or other specialists, as outlined in the student's service agreement must be attended. These students are required to attend ALL support and intervention services.

All full time POM students who are failing 50% of current enrolled courses following any Monday report review must attend weekly Student Work Sessions upon emailed invitation.

Sessions: Wed from 12-2 p.m. OR Thurs. from 11-1 p.m.

LEARNING LAB

Full time POM students entering PHS during school hours must follow [District Policy 903](#) and the following:

- Students must have permission and schedule an appointment with Rebecca Fuller, POM Coordinator, to work in the Learning Lab at PHS.
- It is a privilege to use PHS facilities during school hours. Students must have NO past or potential discretions. Administration can deny use of the facility.
- Students can choose a two-hour session, Monday-Friday during calendar school days. Learning Lab available: 9:30 - 11:30 a.m. or 1:30 - 3:30 p.m. Enter and check in at the security office. Students must remain in the Learning Lab and follow all school rules. Must have a pass to leave the Media Center.

PROGRESS REPORT

POM student, parent/guardian and support services will receive a weekly automated activity report via email to check student course progress.

ACADEMIC HONESTY

All students are expected to achieve academic success with integrity. Academic dishonesty is a serious violation of academic standards and is not acceptable. All related Princeton High School Student Handbook regulations, procedures, and District Policies apply to POM students.

A student who upholds a high standard of academic integrity maintains that the work he/she turns in is authentic and represents the knowledge the student has acquired. Academic dishonesty in the online environment includes but is not limited to cheating, plagiarism, or collusion as outlined in the [Princeton Online MN Student Expectations](#).

*Incidents of academic dishonesty are cumulative across all classes and all trimesters of enrollment in Princeton High School and Princeton Online MN.

First Offense	No credit for the course activity (test, paper, assignment, project) on which the academic dishonesty occurred. The student will have an opportunity to redo the course activity within seven calendar days of the offense. The student will have a virtual meeting with the Online Coordinator and Parent/guardian. The student who assists another student in cheating will also incur a violation for academic dishonesty and the parent/guardian will be notified.
Second Offense	No credit will be earned for the course activity (tests, papers, assignments, projects) on which the academic dishonesty occurred. The student will not have an opportunity to redo the learning activity. The student will have a virtual meeting with the Online Coordinator, Dean, Counselor, and Parent/guardian. The student who assists another student in cheating will also incur a violation for academic dishonesty and the parent/guardian will be notified.
Third Offense	Grade “F” for the course activity (tests, papers, assignments, projects) on which the academic dishonesty occurred. A choice will be given to the student. An original essay, a minimum of 1½ pages and due three days following the virtual meeting, about academic dishonesty will be required with a zero on the assignment; or a withdrawal of the student from the course in which the academic dishonesty occurred and assigning a final grade of “F” for the trimester. If the paper is not submitted on the due date, an automatic default of withdrawal will happen. The student will have a virtual meeting with the Online Coordinator, Counselor, and Parent/guardian.
All Further Offenses	<p>Withdrawing the student from the course in which the academic dishonesty occurred and assigning a final grade of ‘F’ for the trimester. Consideration will be given to removal from the online program.</p> <ul style="list-style-type: none"> Consequences for students who assist in academic dishonesty will also escalate as their incidents increase. All written, substantiated reports of academic dishonesty will be reported to the Activities Director who will assign consequences if there is an MSHSL violation. Incidents of academic dishonesty are cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School and consequences escalate. <p><i>Note: National Honor Society (NHS) students who engage in any aspect of academic dishonesty jeopardize their status as a member of NHS.</i></p>

CHROMEBOOKS

All POM students are required to use a school-issued device and to log in to online courses via the Securly Classroom portal. Chromebooks will be distributed only after the student/family signs the Tech and Device Use Agreement.

- Full-time online students can obtain Chromebooks during one of the mandatory one-hour orientation sessions held on Open House day, or as part of the enrollment process if enrollment takes place after Open House.
- Chromebooks are the property of ISD477 and must be returned upon withdrawal and in accordance with PHS procedures.

DAMAGED AND LOST CHROMEBOOKS

Report problems with school-issued student devices to the POM Coordinator immediately.

- Upon return, if damage is discovered (ie. cracked screen) the student's parent/guardian will be invoiced according to fee schedule explained in Device Use Agreement
- If Chromebook is not returned by the required date:
 - The student and the student's parent/guardian will be sent a reminder letter that the Chromebook needs to be returned.
 - If the Chromebook is still not returned after 30 days, the student and student's parent/guardian will be sent an invoice for full replacement of the Chromebook.

STUDENT PARKING FOR ONLINE STUDENTS

Parking in the Princeton High School parking lot requires a parking pass. Students accessing the POM learning lab that choose to utilize the school parking lot may purchase a parking pass for the term or by the day.

STATE TESTING

Students are required to report to Princeton High School for required state and local testing. The times and locations will be communicated to online students. Students must present their school-issued ID at the time of testing.



ACTIVITIES STUDENT HANDBOOK SUPPLEMENT

ACTIVITIES & ATHLETICS

ACTIVITIES & ATHLETICS PHILOSOPHY

The activities program at Princeton High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the 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. The emphasis shall be on teaching these attributes at a level necessary to be competitive inter-scholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components is necessary in order to be competitive:

1. Quality coaching/advising, equipment, and necessary facilities.
2. In freshman programs, all participants shall have an opportunity to practice and compete. While preparation for successful competition is an emphasis, participation for the greatest number of students possible shall be the focus. All athletes will have the opportunity to compete, but playing time may not be equal.
3. In sophomore programs all participants shall have an opportunity to practice and compete. The emphasis will be on preparation for successful competition with a greater emphasis on winning than at lower levels. All athletes will have the opportunity to compete, but playing time may not be equal.
4. In Junior Varsity programs participants shall be chosen from the most highly-skilled of those who do not make the Varsity team. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled participants. Careful attention should be paid to the quality of the experience and to ensure the greatest possible opportunity for success against all opponents. "Playing time" shall go to the athlete most able to make a positive contribution.
6. Coaches/advisors must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for participants, parents, coaches/advisors, and spectators. All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

TIMELINE FOR PARTICIPANTS

1. Online Meeting & Registration completed <https://princetonhigh-ar.schooltoday.com/> and fee paid online <https://princeton.revtrak.net> before practices begin.
2. Current physical (within the last 3 years) on file in the Activities Office.

ACTIVITIES COMMUNICATION EXPECTATIONS

STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to ensure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's actions or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following the coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

ACTIVITY SCHEDULE CONFLICTS:

1. Rehearsals and practices will be scheduled to run no later than 10:00pm on school nights for high school students and no later than 9:00pm for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved. Every effort will be made to leave Wednesday evenings open so that students may participate in non-school activities. There will be no practices, rehearsals, or activities after 6:00pm on Wednesdays.
2. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
 - Rehearsal or practice
 - Scrimmage
 - Non-conference, non-sectional or invitational meet/game

- Extended student field trip
 - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
 - Sectional or conference play-offs
 - State competition
3. All extended student field trips may not conflict with conference championship, MSHSL subsection, section, or state tournaments.
 4. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athletes/participants will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
 5. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
 6. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
 7. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

GENERAL PARTICIPATION RULES

ATTENDANCE

1. School Day
 - a. Members of activity groups will be allowed to practice or participate on any given day **only** if they are present in school for the **ENTIRE school day**, including lunchtime. Exceptions to this rule include school-sponsored activities, family emergencies, or doctor/dental appointments during the school day. Exceptions must be cleared with the activities office at 763-389-6002 or 389-6047 (or principal if the activities office is not available) before the school day begins.

If a student is not in school the last scheduled day before break, including weekends, the student may participate if it is an excused absence. Excused absences include: illness; serious illness in the student's immediate family; death in the student's family, or close friend; medical or dental appointments; court appearances; physical emergency such as fire, flood, severe weather, etc.; official school field trip or other school-related outing as determined by the Principal or Activities Director; or family emergency. A parent/legal guardian note is required for these absences.
 - b. Members of activity groups will be withheld from practice or participation on any given day if they are without a principal's excusal from any class period (including periods where credit is not granted). This attendance rule applies to students who are absent from class for in-school or out-of-school suspension.
 - c. Students who are withheld from practice or participation because of school attendance cannot participate or be in attendance at practice, school-sponsored games, or performances.
2. In Activities
 - a. Each advisor/coach shall establish attendance requirements for the activity he/she directs. Attendance rules need not necessarily differentiate between "excused" or "unexcused" absences for practices or games/events. Students who don't meet activity attendance requirements may be released from any further participation in that activity.
 - b. If a student is involved in two or more activities which create attendance conflicts, the student is responsible to notify all advisors/coaches involved as soon as the student is aware of the

conflict. The student shall attend the activities as agreed upon by the advisors/coaches involved when a conflict exists. If the student chooses to attend in a manner not agreed upon by the advisors/coaches, this will be considered a violation of attendance requirements and the student may be released from further participation in one or more of the activities.

3. Sectional/State Tournament Attendance

- a. When a PHS team or an individual(s) are in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to excuse the absence as school related and ride school-provided transportation.
- b. When participants of an activity wish to attend a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked excused with a prior parent/guardian notification using the Attendance Line.

4. Religious Observance

- a. As provided in *Policy 609 - Religion*: Reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

EQUIPMENT, UNIFORMS, AND COSTUMES

1. All items must be checked out to them by their advisor/coach. Students are responsible for all equipment, uniforms and costumes that have been issued to them by school officials. This responsibility includes proper care, cleaning, and simple repairs.
 - a. If an item is not returned to the advisor on the date and time scheduled by the advisors, the student will be put on a fines list and required to pay an amount to Princeton Schools equal to the cost of replacement (including administrative fees, shipping, etc.) and activities participation/privileges will be suspended.
 - b. Students may not return equipment to the principal's or activities director's offices. Arrangements must be made with their particular advisor.

LOCKER ROOMS

All lockers are the property of Princeton Public Schools. Lockers are subject to search by school officials at the school's discretion.

1. Lockers are issued by an advisor. Students may only use the locker issued to them. Padlocks will also be issued by the school, if students use a personal lock, it must be removed at the end of the season. Any other padlock will be cut off without reimbursement.
2. At the conclusion of each season, participants in activities must immediately vacate lockers so that they can be available for the next season. Students who do not comply will have their locks removed, contents disposed and a fine will be applied.
3. Cell phones, cameras, and similar devices are not permitted in locker rooms for any MSHSL-sponsored competition. Because of the advanced technology and availability of devices that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

TRANSPORTATION AND ACTIVITIES AWAY FROM PHS

1. Advisors/coaches will establish and enforce rules for conduct on trips which they supervise. All students on trips will be required to abide by the wishes of the advisor. In addition, this set of rules always applies:

2. All activity participants must ride to, and return from all away contests or events with their fellow students on school-provided transportation. Students may never drive their own vehicles - NO EXCEPTIONS (work included)! When non-participant team members, in school related activities, provide their own transportation, they also assume liability. Proper sign-out procedures with a parent/legal guardian signing out the student with the coach/advisor following the conclusion of the event must be done.
 - a. Students may be released from school transportation to ride with parents/guardians only.
 - b. Violation of transportation rules are considered serious. Students who violate transportation rules will be immediately suspended and may be removed from participation in that activity. Other consequences may be applied.
 - c. Practice Transportation Release forms must be signed by parent/guardian(s) of activities participants who will be driving/riding to off-site locations for practices. Forms must be turned into the activities office before students are allowed to drive/ride to the off-site locations before practices and/or games begin.
3. Any damage to vehicles used for transportation by students will be repaired at the cost to the student(s) involved. This includes students who caused the damage and those who made the destruction possible in any way.
4. ALL PRINCETON SCHOOL RULES APPLY TO STUDENTS WHILE THEY ARE ON TRIPS. This includes transportation both ways and the entire time at the location of the visit.

SPECTATOR GUIDELINES

For students in attendance at any school-sponsored event, all school rules and subsequent consequences apply. Spectators are expected to adhere to the guidelines set forth by the officiants and host school. Spectators are encouraged to cheer for the Princeton team.

COLLEGE ATHLETIC PARTICIPATION

Students considering participating in college athletics must be aware of increasing eligibility requirements developed by the National Collegiate Athletic Association (NCAA). We strongly urge students who score less than the minimum requirements to retake the ACT and/or SAT tests! For specific requirements for the college of your choice, please check with your counselor or contact the NCAA at 1-913-339-1906 or www.ncaa.org. It is strongly recommended that students college-plan during their junior year in order to understand the requirements and regulations surrounding collegiate participation.

NCAA ELIGIBILITY REQUIREMENTS

Student-athletes interested in becoming eligible for Division I and Division II college athletic programs must meet the NCAA eligibility requirements (www.eligibilitycenter.org).

Division I Academic Eligibility Requirements:	Division II Academic Eligibility Requirements:
<ul style="list-style-type: none"> • 4 years of English • 3 years of Math (Integrated 1 or higher) • 2 years of Natural/Physical Science • 2 years of Social Science • 1 year of additional English, Mathematics, or Science • 4 years of additional courses (from any area above or World Language) 	<ul style="list-style-type: none"> • 3 years of English • 2 years of Math (integrated 1 or higher) • 2 years Natural or Physical Science • 2 years Social Science • 3 years additional courses in English, Math, or Natural/Physical Science • 4 years additional academic courses in above areas or World Language

We encourage students to register with the NCAA Eligibility Center immediately following their junior year. Please see your guidance counselor for details. Student-athletes will need to meet academic rules in order to receive athletic aid, practice or compete during their first year.

FEES AND COSTS

- 1. A fee has been established by the Princeton school board for participation in all athletic sports and for some Fine Arts activities. That fee will be fully refunded if a student quits participation on or before the last day of the second week of the official season. Beginning with the first day of the third week of any season, no refund will be given unless the student is released from the program for reason of skill level.
- 2. No student shall receive a refund after she/he is released from a program for reason of attendance, misbehavior, or violation of MSHSL or Princeton policies.
- 3. Each participant may be expected to pay the costs of personal clothing or equipment (i.e. suits, practice apparel, orthopedic devices, mouth guards, etc.). If you are unsure of costs, contact the advisor before the season begins.

PRINCETON HIGH SCHOOL ATHLETIC & FINE ARTS FEES			
ATHLETICS = \$225 each		FINE ARTS ACTIVITIES = \$200 each	
Football	\$250	Fall Musical	\$250
B/G Hockey	\$250		
Clay Target	\$325		

NOTE: No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

The District Family Maximum Out of Pocket = \$900⁰⁰

- 4. SEASON PASSES: HS & MS activity participants will receive a free season pass **once their current year IDs have been received and their activity fee is paid in full**. If a student ends up not going out for the paid activity, the activity fee will be refunded minus the \$40 cost for a student season pass.

SEASON PASS PRICES	
Family Pass	\$200
Individual Pass	\$125
Student Pass	\$40

INSURANCE

The MSHSL has historically provided catastrophic insurance for all student athletes and fine arts participants in grades 7-12 during the time they practice for and compete in League-sponsored activities at the Varsity, JV, B-squad/Sophomore level. Cheerleading is the exception. For more information, go to www.mshsl.org

Additional coverage for student athletes can be purchased from Student Assurance Services, Inc. Contact the Activities Office for an application and more information.

INJURIES

1. **All injuries must be reported by the participant to the advisor/coach immediately when they occur.**
2. Advisors/coaches are expected to administer first-aid to the level at which they are competent. Advisors/coaches will fill out an accident report.
3. Parents of all PHS students are expected to provide the school with both home and emergency phone numbers. When a student is injured, the advisor/coach can then contact the parent/guardian.
4. For any medical treatment from a healthcare facility, the injured person's family insurance carrier should receive the claim.
5. After major surgery or serious illness/injury, the attending physician must certify in writing the student's readiness for participation and be filed with the Activities Office.
6. Princeton Schools DO NOT provide supports like knee or ankle braces. Such items must be purchased by the student. Family insurance can often be used.

SUSPENSIONS AND REMOVALS FROM PARTICIPATION

Participation in activities is a privilege. Therefore, students will be expected to display the highest amount of respect for the position of advisor or coach.

1. A student may, at any time, be suspended/removed from participation in an activity if the advisor/coach feels the student's actions, behaviors, or comments are disruptive to the successful functioning of the activity, and the advisor interprets no improvement by the student after previous discussions. A student may also be suspended/removed if his/her actions, behaviors, or comments are considered extremely offensive or disruptive by the advisor. If a student is suspended, but shows disregard for the instructions given by the advisor for improvement, the suspension may be increased to a removal.
 - a. The advisor/coach need not discuss the rationale for the suspension/removal of a student until after the completion of that day's activity.
 - b. The advisor/coach should later explain the rationale for a decision to suspend/remove. Instructions should be given to the student on how to modify actions, behaviors, and comments to make them acceptable to the advisor. However, if the student involved is unwilling to listen to the advisor, or the student is offensive to the advisor while the advisor tries to explain the rationale, the advisor need not explain.
 - c. If a student feels that the suspension/removal is contrary to the previously stated policies of the advisor or activities department, he/she may appeal the suspension to the activities director.
 - d. Suspension/removal from an activity is season-long or school-year long.
 - e. Suspension/removal from any activity may be considered by an advisor when a student applies for participation in any other school activity.

ATHLETIC SQUADS

1. **PROMOTION:** The following guidelines will apply to the promotion of athletes to squads not generally designed for students at their grade level.
 - a. A promotion form will be required for students grades 7-8 competing at the varsity level. The coach, along with school administration, parents and the activities director will determine if the student is appropriate for promotion. **However, because of the physical nature of hockey, very little consideration will be given to allow students from grades 7-8 on the V/JV boys hockey teams.**

- b. Grades 7 & 8 Promotion: The activities director will seek input from the coach/advisory, the parents/guardians, middle school administrator and counselor before making a decision. It is the tendency of the activities director to disapprove requests for grade 7 and 8 promotion for possible reasons to include social development, academic development, and/or physical development.
 - c. Discretion of the advisor/coach will be used to assign players in grades 9-12 to either varsity or junior varsity squads.
2. **PROCEDURE FOR LIMITING SQUAD OR CAST SIZE:** In grades 9-12, it is our activity guideline that casts or squads may be limited. Time, space, facilities, equipment, tournament squad or cast limitations, as well as other factors, will place limitations on the most effective team size for any particular activity.
- a. **Limiting Guidelines:**
 - i. Responsibility
 - 1. Choosing the members of the squad or cast is the sole responsibility of the coaches or advisors of those activities.
 - 2. Lower level coaches/advisors shall take into consideration the procedures as established by the head coach/advisor in a particular program when selecting the final squad or cast.
 - 3. Prior to trying out, the advisor/coach shall provide the following information to all candidates:
 - a. extent of the tryout period
 - b. criteria used to select squad or cast members
 - c. practice / time commitment needed if the student is selected
 - d. competition commitments
 - e. there will be no appeal of the advisor/coaches decision
 - ii. Procedure
 - 1. When squad or cast limitation becomes a necessity, the process will include these important elements:
 - a. completion of a minimum of three practice sessions or a set audition period;
 - b. each candidate will be personally informed of the cut by the coach/advisor and the reasons for the action;
 - c. teams are encouraged to have at least one intra-squad scrimmage or game prior to the limitation (spring sports may need to adapt to this recommendation).
 - 2. Squad lists will not be posted.
 - 3. Advisors/coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
 - 4. If an advisor/coach foresees difficulties arising as a result of squad or cast limitation they should discuss the situation with the activities director.

FOREIGN EXCHANGE PARTICIPANTS

Foreign exchange students and their host family must meet with the activities director prior to practice beginning. The Minnesota State High School League requires prior clearance before competition begins. Items that must be brought to the meeting include: official school transcripts (translated to English), visa, student health insurance card, and current physical. A questionnaire needs to be filled out at the meeting. Also students must have completed high school registration with the guidance office. Please call either the activities director (763-389-6047) or the guidance office (763-389-6018) with questions.

ACTIVITY ELIGIBILITY

The following eligibility requirements are provided by the Minnesota State High School League (MSHSL) and the Mississippi 8 Conference, of which Princeton Schools are a part of, and by Princeton School Board action.

1. GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS (MSHSL BYLAW 206)

- a. **Good Standing:** In order to be eligible for a regular season and League tournament competition a student must be in good standing.
 - i. **Definition:** The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.
- b. **Student Code of Responsibilities**
 - i. The member schools of the MSHSL believe that participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 2. I will be fully responsible for my own actions and the consequences of my actions.
 3. I will respect the rights and property of others.
 4. I will respect and obey the rules of my school and the laws of my community, state and country.
 5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
 - ii. **PENALTY:** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.
 - iii. **Student/Coach Ejection From a Contest**
 1. **Notification to School Administration:** Coaches are responsible to inform their school administration regarding any ejection of a coach or student in their sport.
 - a. **Student Penalties:**
 - i. **During the Regular Season:** A student-athlete who is ejected from a game/meet, shall not participate in a game/meet for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted game/meet at that level of competition and all games/meets in the interim at other levels of competition.
 - ii. The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.
 - iii. **During the League Tournament Series (Subsection, Section and State Tournament):** A student athlete who is ejected from a game, meet or individual competition shall not participate in a game, meet or

individual round of competition for the remainder of that day. The student is also suspended from the next scheduled round of team or individual competition in that tournament series.

- iv. Student Relationship to Team During Suspension: A player who is under suspension for an ejection may travel with the team and be in the locker room and on the sideline but may not be in uniform while under suspension
- v. If penalties are imposed at the end of the sports season or League tournament series and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

2. SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE AND HAZING IN LEAGUE-SPONSORED ATHLETIC AND FINE ARTS ACTIVITIES(MSHSL BYLAW 209)

- a. A student shall not engage in sexual, racial, or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.
- b. Sexual, Racial, Religious Harassment and Hazing Violations
 - i. Penalty for Category I Activities: Sexual, Racial, Religious Harassment and or Hazing Violations.
 - 1. **First Violation:** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
 - 2. **Second Violation:** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
 - 3. **Third or Subsequent Violation:** The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 - 4. **Progressive Penalties:** Penalties for sexual harassment violations shall be progressive beginning with the first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
 - ii. Penalty for Category II Activities: Sexual, Racial, Religious Harassment and or Hazing Violations.
 - 1. Each member school shall develop penalties which it will apply to the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.
- c. **Sexual, Racial, Religious Violence and or Hazing Violations** (Cross Reference: Bylaw 206 Good Standing and General Eligibility Requirements)
 - i. Penalty for Category I and II Activities: The student shall lose eligibility for the next 12 calendar months.
 - ii. Definitions: Sexual harassment is a form of sex discrimination which is prohibited by Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Sections 363A, the Minnesota Human Rights Act.
 - 1. 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.

2. Sexual harassment may include but is not limited to:
 - a. Verbal, written/graphic harassment or abuse;
 - b. Subtle pressure for sexual activity;
 - c. Inappropriate patting or pinching;
 - d. Intentional brushing against the individual's body;
 - e. Demanding sexual favors accompanied by implied or overt threats concerns an individual's employment or educational status;
 - f. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - g. Any unwelcome touching of a sexual nature.
3. Sexual contact is a physical act committed with sexual or aggressive intent. Sexual contact involves the touching of another person's intimate parts or forcing another to touch one's intimate parts, either above or below one's clothing, and includes, but is not limited to:
 - a. Touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex;
 - b. Coercing or forcing sexual conduct on another;
 - c. Coercing or forcing sexual penetration on another;
 - d. Threatening to force sexual contact or penetration on another.

Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breasts of a human being. Sexual penetration means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion however slight into the genital or anal openings of an individual's body.
- d. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - i. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - ii. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - iii. Otherwise adversely affects an individual's employment or academic opportunities.
- e. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- f. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - i. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - ii. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - iii. Otherwise adversely affects an individual's employment or academic opportunities.
- g. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- h. Hazing:
 - i. "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 purpose.

1. No student, teacher, administrator, coach, volunteer, official or employee of a school shall plan, direct, encourage, aid or engage in hazing.
 2. No teacher, administrator, coach, volunteer, official or employee of a school shall permit, condone or tolerate hazing.
 3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
 4. This policy applies to behavior that occurs on or off school property and during and after school hours.
 5. A person who engages in an act that violates League policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
 6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, official, or employee of the school district who is found to have violated this policy.
- ii. Hazing may include but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- iii. "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
1. Any person who believes he or she has been the 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.
 2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
 3. Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes,

or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignment.
- v. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official or employee of the school district who retaliates against any person who makes a good faith report or alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person 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 or harassment.
- i. **School Actions and Responsibilities**
 - i. **Responsibilities under M.S. 121A.03, subd.2** Any person who believes that she or he has been the victim of sexual harassment or sexual violence, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence by a student participant in the League-sponsored activities should report the alleged acts immediately to a responsible school district official or directly to the Human Rights Officer designated by that district's policy.
 - ii. **Investigation Process** The School District Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. The investigating party shall provide a written report to the Superintendent of Schools and the District Human Rights Officer or other designated official within the time frame required by the school district policies.
 - iii. **School District Action and Consequences** Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes and School District policies.
 1. Upon determination that the complaint is valid, the School District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and sexual violence and prevent its recurrence.
 2. The results of the investigation will be reported in writing to the complainant and the student(s) named in the complaint by the School District. The report will document the disciplinary action taken as a result of the complaint, eligibility affected by the disciplinary action and the date when the student will return to good standing and be eligible to participate in League-sponsored activities.
 3. The student(s), their parent/guardian will be informed of their due process for the loss of eligibility.
 4. Complaints, investigations and resolutions will be handled as discreetly as possible, with information being shared with those having a need to know and in accordance with the legal obligations of the member school.

3. ASSAULT (MSHSL BYLAW 202)

- a. Assault on any person including game officials will not be condoned by the League and will be dealt with by the school administration and the local authorities.
- b. **Assault defined:**
 - i. an act done with intent to cause fear in another of immediate bodily harm or death;
 - ii. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - iii. the threat to do bodily harm to another with present ability to carry out the threat.

- c. **Assault on a Game Official:** Assault shall mean any deliberate attempt by a participant to inflict bodily harm on an official, referee, umpire, judge, scorer, timer, or any other person.
- d. **Procedure to Report an Assault on a Game Official:**
 - i. The assaulted person or representative must put the charge in writing within 48 hours of the event and send it to the Minnesota State High School League Office. If the charge is not submitted in writing within the specified period of time, the charge shall be waived.
 - ii. This report will be forwarded to the principal of the school where the student is enrolled. If the student is home-schooled or enrolled in a charter school, the report shall be filed with the “host” school for the activity.
 - iii. The principal, or in the principal’s absence, the superintendent, shall conduct an immediate investigation and submit a report to the Executive Director of the League. In all cases, the student shall be ineligible for participation in League-sponsored activities until the decision is rendered.
 - iv. The decision shall be submitted in writing to the student and the assaulted person or representative with a notification that the ruling may be appealed to the League’s Board of Directors whose decision will be final.
- e. **Penalty:** The student shall be disqualified from participation in all League-sponsored activities for a minimum of 4 weeks.
- f. **Appeal:** In the case of an appeal, the student will be ineligible until the Board of Directors renders its decision.

4. CHEMICAL ELIGIBILITY (MSHSL BYLAW 205)

- a. At any time during the calendar year, a student shall not, regardless of the quantity:
 - i. Use or consume, have in possession a beverage containing alcohol;
 - ii. Use or consume, have in possession tobacco; or,
 - iii. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - iv. Use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
 - 1. “Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether hewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
 - v. Use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
- b. **Penalties for Category I Activities**
 - i. **Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.
 - 1. Athletic Activities
 - 2. Fine Arts Activities

- a. Debate
 - b. Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- ii. **First Violation Penalty:** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- iii. **Second Violation Penalty:** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- iv. **Third or Subsequent Violation Penalty:** The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 - 1. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a. The student is assessed as chemically dependent,
 - b. Enters treatment voluntarily, and
 - c. The director of the treatment center certifies that the student successfully completes the treatment program.
 - d. The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- v. **Applying the Penalty**
 - 1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
 - 2. Violation Confirmation Definition: The violation shall be confirmed when the administration responsible for the under athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
 - 3. Counting Weeks:
 - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
 - c. At the beginning of the season, practice and conditioning weeks are counted.
 - d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
 - 4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.

5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
7. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

c. **Penalties for Category II Activities**

- i. **Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

1. Fine Arts Activities

- a. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- b. Music Activities.
- c. Visual Arts Activities.

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.

5. INTERSCHOLASTIC ELIGIBILITY

- a. Extracurricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class. Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extracurricular activities. These regulations are in compliance with official Minnesota State High School League regulations (www.mshsl.org)
 - i. **ANNUAL ATTENDANCE** - All participants are required to complete the online activities registration and eligibility meeting, regarding rules and policies for students involved in activities.
 - ii. **GPA/"F"** - The scholastic average for Varsity/Junior Varsity participants will be 2.0 GPA (current). Participants not on V/JV squads must be making satisfactory progress toward school district requirements for graduation. Any participant, beginning with the 4th week trimester grade check receiving an "F" will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F"'s exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for events or contests. Students not meeting this requirement at the 4/6/9 weeks grade check periods will have two weeks to remain eligible (this period will be called "probation"). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called "suspension"). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 current GPA is not attained during the 3rd trimester of the previous school year.

- b. **NOTE:** Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.
- c. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

6. AGE

- a. A student representing Princeton High School in league activities shall be under 20 years of age on the date of the contest. If however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adaptive athletes may compete until they have attained their 22nd birthday provided they meet all other eligibility requirements.

7. AMATEUR

- a. A student must be an amateur in that sport. Awards and prizes for non-school participation may not exceed a \$100 value. A student does not lose their amateur status for officiating, instructing/teaching, or coaching a sport.

8. ATHLETIC CAMPS & CLINICS

- a. Students may not attend athletic camps or clinics during the school year unless they have been sanctioned by the MSHSL Board of Directors and approved by the activities director 30-calendar days prior to participation.
 - i. Camps/Clinics held during the summer are to be non-school sponsored summer specialized camps or clinics and do not require approval. Student athletes must adhere to the following guidelines established by the Board of Directors:
 - 1. Camp or clinic participation fees must be provided by the student or the student's parents/guardians, unless other arrangements are approved by the Board of Directors.
 - 2. The non-school camp or clinic program shall not include any type of competition with teams from another camp or clinic.
 - 3. Schools may not issue uniforms or equipment to students for their personal use in non-school sponsored camps and clinics.
 - 4. Schools may not rent or lease their facilities to non-school sponsors of camps and clinics.

9. AWARDS/RULES

- a. Acceptable awards to students in recognition or participation in high school activities include: medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100 or less). Violation will render a student ineligible for all further high school competition.

10. LETTERING

- a. Lettering criteria is at the discretion of each head coach/advisor. Please check with the coach/advisor regarding their criteria. Criteria should be included in the sport/activity-specific handbook at the beginning of each season.

11. COLLEGE/UNIVERSITY TEAMS

- a. Individuals who have participated with a college or university team are ineligible in any high school competition.

12. DUE PROCESS

- a. The MSHSL Constitution provides a Due Process Procedure contesting a school's failure to certify the eligibility of a student. The process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the MSHSL's Board of Directors. A complete listing for the Due Process Procedure can be obtained from the activities director.

13. GRADUATE

- a. A student shall not be a graduate of a four (4) year high school or secondary school.

14. NON-SCHOOL COMPETITION AND TRAINING

- a. **During the High School Season:** While a student is a member of a high school athletic squad, the student may not participate as a member of a non-school team or compete as an individual competitor in the same sport. Baseball, softball, and skiing are exceptions to this rule.
- b. **During the School Year, Prior To/Following the High School Sports Season:** A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced/directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity coaching staff and approved by the activities director 30-calendar days prior to participation.

15. TRANSFER AND RESIDENCE (MSHSL BYLAW 111)

- a. A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota. For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provided herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.
 - i. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
 - ii. A transfer student is eligible for varsity competition if:
 1. 9th Grade Option: The student is enrolling in 9th grade for the first time;
 2. Family Residence Change: The student transfers from one public school district attendance area to another public school district;
 3. Court Ordered Residence Change for Child Protection: The student's residence is changed pursuant to a child protection order placement in a foster home or a juvenile court disposition order.
 4. Custody of Student
 5. Move From Out of State.
 6. Enrollment Options Program
 - iii. If none of the provisions above are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
 1. Students are immediately eligible for competition at the non-varsity level.
 2. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous

school has been served.

3. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

16. SOCIAL WEBSITES/PUBLIC DOMAIN

- a. Any public behaviors, pictures or otherwise, observed on social websites (i.e., Facebook, Instagram, SnapChat, Twitter / X, Tumblr, etc.) will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences.

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

Minnesota State High School League (www.mshsl.org)

District 477 Policies #510 & 597 (www.isd477.org)

NCAA (www.ncaa.org)

Princeton High School Activities Department policies (www.isd477.org)

PRINCETON

PUBLIC SCHOOLS

DISTRICT POLICIES

All policies can be viewed in their entirety on the district website at www.isd477.org.

HARASSMENT AND VIOLENCE PROHIBITION

([ISD 477 Policy 413](#))

It is the policy of the school district 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, gender identity or expression, or disability.

A violation of this policy occurs when any pupil, teacher, administrator or other school personnel harasses a pupil, teacher, administrator or other school personnel or group 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, gender identity or expression, or disability, as defined by this policy.

"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 individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or disability when the conduct:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- 2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
- 3) otherwise adversely affects an individual's employment or academic opportunities.

"Assault" is an act done with intent to cause fear in another of immediate bodily harm or death and/or the intentional infliction of or attempt to inflict bodily harm upon another, and/or the threat to do bodily harm to another person with present ability to carry out the threat.

Students who believe they have been subjected to conduct that is harassing or violent should report this conduct to a school official (i.e. teacher, school counselor, assistant principal, etc.). Likewise, any student who believes they have been subjected to sexual harassment should report this to a school official or directly to the district's Title IX Coordinator, Jason Senne, 389-6181. A robust procedure will be followed for all formal complaints.

Princeton district will act to investigate all complaints, either 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 AND ABUSE

[\(ISD 477 Policy 417\)](#)

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. They believe that the public school has a role in the education, intervention, and prevention of chemical use and abuse. 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.

In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals the employee will notify an administrator. The school administrator will address the suspicion as is warranted, including conducting an investigation that may include a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school officials shall be in accordance with school board policy regarding search and seizure. If chemical use is verified, the student's parent/guardian will be notified, as will law enforcement and the student's counselor.

Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended and proposed for expulsion.

Any minor may give effective consent for medical, mental and other health services to determine the presence of alcohol or other drugs.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

[\(ISD 477 Policy 418\)](#)

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.

"Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

"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: liquid, pill, vaporized delivery method, or any other method.

"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.

"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.

“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.

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, which requires that students keep all medications in the nurse’s office. Inhalers are the exception to this rule and may be in the possession of the student for whom they are prescribed.

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. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

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. (Policy 418 can be found in its entirety on the district website at www.isd477.org)

TOBACCO-FREE ENVIRONMENT

([ISD 477 Policy 419](#))

It is a violation of the Tobacco-Free Workplace for any student, teacher, administrator, other school personnel or person to smoke or use tobacco or tobacco-related devices, including electronic cigarettes, in a public school. It is also a violation of this policy for any student to possess any type of tobacco or tobacco-related device 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, such as school buses and vans. This prohibition includes all school district property and all off-campus events sponsored by the school district.

SCHOOL WEAPONS

([ISD 477 Policy 501](#))

The safety and wellbeing 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.

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; air guns; 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.

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.

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.

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.

The minimum consequence for students possessing, using or distributing weapons shall include: confiscation of the weapon; immediate out-of-school suspension; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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.

Administration Discretion

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.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON **([ISD 477 Policy 502](#))**

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 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.

School officials 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.

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.

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. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.

If a search yields contraband, school officials will seize the item(s) and, where appropriate, turn it over to law enforcement officials for ultimate disposition.

STUDENT ATTENDANCE

[\(ISD 477 Policy 503\)](#)

The school board believes that regular 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.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

In accordance with MN Statute 120A.22 students of the school district are REQUIRED to attend all classes and/or study halls every day school is in session, unless the student has a valid excuse for an absence. To be considered a valid 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.

Reasons that are sufficient to constitute excused absences 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) A medical, dental, or orthodontic treatment, or 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.
- 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.

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.

(Note: adjustments to the allowable absences may be adjusted during the pandemic.)

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who are tardy at the beginning of the school day must report to the security office or main office for a pass.

Participation in extracurricular activities and school-sponsored on-the-job-training programs hinges on adherence to the attendance policy and procedures.

"Continuing Truant" is a legal term for a high school aged student under the age of 18 who is absent from attendance without a valid excuse for three or more class periods on three or more days in a school year.

"Habitual Truant" is a legal term for a high school aged student under the age of 18 who is absent from attendance without lawful excuse for seven or more class periods on any seven days in a school year. Schools are required by law to notify the parent or legal guardian of the student's unexcused absence from school, and inform them that alternative educational programs and services may be available in the district, that the parent or guardian has the right to meet with school personnel to discuss solutions to the child's truancy, and that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Statute Ch. 260.

STUDENT DRESS AND APPEARANCE

[\(ISD 477 Policy 504\)](#)

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The school board recognizes the value of a positive learning climate and reasonable rules for student dress and appearance in school and at school-sponsored activities.

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). The school administrator shall be responsible to use discretion and judgment about which dress or behavior is in violation of this policy. Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or hate, including but not limited to the Confederate Flag, Swastikas, nooses, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Princeton Public Schools Policy 413 Harassment and Violence.
- Any apparel or footwear that would damage school property.

Headgear, including hats, hoods, bandanas or other head coverings, are not allowed except as recommended by a physician, for religious reasons, or in conjunction with a building spirit or incentive day. Students are expected to follow the parameters put in place by building administration.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

“Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

STUDENT DISCIPLINE

[\(ISD 477 Policy 506\)](#)

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 ensure that there is no interference with the educational process.

The school board 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. The school board also recognizes that all students are entitled to learn and develop in a setting which promotes respect of self, others and property. 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. Responsibility for students' understanding and following of school-wide and area-specific expectations is shared:

Principals shall formulate and communicate building rules that are subject to final approval of the school board. Principals shall also give direction and support to all school personnel to implement their duties within this policy, and will consult with parents of students who conduct themselves in a manner contrary to the policy.

Teachers are responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with assistance from administration. Parents and legal guardians shall be held responsible for the behavior of their children as determined by law. They are expected to cooperate with the school authorities and to participate regarding the behavior of their child.

Students shall be held individually responsible for their behavior and for knowing and obeying the Code of Conduct and this policy. All students have the right to an education and the right to learn. Teachers have the responsibility of attempting to modify disruptive student behavior by conferring with the student, using positive reinforcement, and contacting the student's parents. Teachers also have the authority to remove the student from class for persistent or egregious behavior. School personnel may, in exercising their lawful authority, use reasonable force when necessary to restrain a student or prevent bodily harm to another.

Non-compliant student behavior may result in dismissal from school or expulsion.

BULLYING PROHIBITION

[\(ISD 477 Policy 514\)](#)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. **State statute defines bullying as: a) intimidating, threatening, abusive, or hurtful conduct that, b) is objectively offensive, and, (c) the conduct involves an imbalance of power and is repeated, or, (d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.** The school recognizes that it cannot monitor the activities of students at all times, nor prevent all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, the school district will attempt to prevent bullying, will act to investigate all complaints of bullying, and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not

limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting.

An act of bullying, by either an individual student or 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.

Policy 514 Summary

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 a school official, such as a teacher, counselor or administrator. 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.

The school district provides training to school district personnel regarding this policy.

PROTECTION AND PRIVACY OF PUPIL RECORDS

[\(ISD 477 Policy 515\)](#)

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.

Directory information is not considered private data: Directory information is information 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, dates of attendance, grade level, enrollment status, participation in officially sanctioned activities and sports, weight and height of members of athletic teams, honors and awards received, and the name, address and telephone number of the student's parents.

Procedure for Obtaining Non Disclosure of Directory Information: The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following: 1) name of the student and/or parent, as appropriate; 2) home address; 3) school presently attended by student; 4) parent's legal relationship to student, if applicable; and 5) the 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.

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 education 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.

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent if the disclosure is to other school officials within the school district, to another party to whom the school district has outsourced institutional service or functions, or to officials of other schools in which the student intends to enroll as long as the disclosure is for purpose related to the student's enrollment. The school district may also disclose information to authorized state or federal government officials, in connection with financial aid applications and others, per policy.

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 by this policy.

STUDENT SURVEYS

[\(ISD 477 Policy 520\)](#)

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. The Minnesota Student Survey is conducted on a periodic basis by the State of Minnesota and is given to students in 9th and 11th grade. This survey contains

questions that address personal beliefs and behaviors and is not given without prior written consent of the parent.

STUDENT SEX NONDISCRIMINATION POLICY

([ISD 477 Policy 522](#))

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of the policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex or gender identity. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex or gender identity. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator, Jason Senne, 389-6181. In each building, the principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student. The principal must notify the Title IX coordinator immediately upon receipt of a complaint. Every report of sex discrimination will be investigated.

RESPONSIBLE USE

([ISD 477 Policy 524](#))

Access to the school district computer system and to the internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Use of the school district computer system, devices, and of the internet shall be consistent with school district policies and the mission of the school district.

The use of the school district system and access to use of the internet is a privilege, not a right. 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. The school district operates technology protection measures that protect against access to unacceptable material through the school district network. However these measures are not a guarantee against all misuse of the internet. Misconduct involving school-related technology and/or the internet will result in the imposition of discipline consistent with the seriousness of the misconduct. 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 any 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 All electronic communications that are sent or received on the school district network are considered property of the school district.

Instructional Technology Website: <https://www.isd477.org/academics/instructional-technology/resources>

Responsible Use Agreement Link/Wording: The Responsible Use Agreement is signed by all families to cover student use of district technologies including; but not limited to wifi, iPads, Chromebooks and hotspots. The expectations below are the responsibility for all Princeton Public School students using district technologies. These expectations will be taught at the beginning of the school year to all students with content appropriate to the age and grade level of the students. Expectations will be reviewed on a regular basis and individually as needed. [Responsible Use Agreement](#) is available on our website and will

be signed during yearly registration on Skyward. Families will sign the agreement only one time for all students in the district.

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

<https://www.isd477.org/academics/instructional-technology/device-protection-plans>

Schoology: Schoology is used in 6th-12th grade, including Princeton Online and the ALC. Schoology is a learning management system that improves learning through better communication, collaboration, and increased access to curriculum resources. Teachers use Schoology as their primary resource for delivering student coursework, feedback, grades, resources and announcements Beginning in the 2021-22 school year, student grade details will be shown in Schoology. Only overall grades for each course will be available in Skyward. Families are able to connect to Schoology through the parent portal to access shared student work, grades, school and classroom announcements.

VIOLENCE PREVENTION

[\(ISD 477 Policy 525\)](#)

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community.

The school district will strictly enforce its weapons policy, and will act promptly in investigating all acts and complaints of violence, and take appropriate action. They will also implement approved violence prevention strategies to promote safe and secure learning environments and diminish violence in our schools, and aid in the protection of children whose welfare may be jeopardized through acts of violence.

Students who wear objectionable emblems, signs, words, objects, or pictures on clothing that communicates a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership, or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy will be subject to discipline proceedings.

This policy is not intended to abridge the rights of students to express political, religious, philosophical or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process or cause others to react in a violent or illegal manner.

School district personnel will be made aware of the provisions of this policy, and are subject to this policy.

HAZING PROHIBITION

[\(ISD 477 Policy 526\)](#)

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student, teacher, administrator, volunteer, or other employee of the school district shall plan, direct, encourage, aid, permit, condone, tolerate, or engage in hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

“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. This includes any type of physical brutality or any physical activity that subjects the student to an unreasonable risk of harm. This also includes but is not limited to, any activity that intimidates or threatens a 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.

All reports of hazing will be investigated. Persons who engage in hazing in any way will be subject to disciplinary action, including but not limited to sanctions outlined by the Minnesota State High School League. The school district will discipline or take appropriate action against any person within the school community who commits an act of reprisal or who retaliates against any person who makes a good faith report of alleged hazing, or who provides information to, or assists an investigator of alleged hazing.

STUDENT USE AND PARKING OF MOTOR VEHICLES

[\(ISD 477 Policy 527\)](#)

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. Students may use motor vehicles on the high school campus during the school day only if there is authorization by a teacher (e.g. for Automotives class) or if the student has a valid pass to leave school grounds.

Students are permitted to park in a school district location, in designated areas, as a matter of privilege, not of right. When there are unauthorized vehicles parked on school district property, school officials may move the vehicle, require the driver to move it off school property, or provide for the removal of the vehicle, at the expense of the owner or operator.

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. School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of student vehicles. In addition, the interiors of vehicles, including trunks and glove compartments, may be searched when school officials have reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. Such searches may be conducted without notice, 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.

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.

STUDENT TRANSPORTATION SAFETY

[\(ISD 477 Policy 709\)](#)

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. Riding the school bus is a privilege, not a right. The school district's student behavior rules are in effect for all students on all school buses.

Rules on the bus include:

- k) Follow the directions of the driver immediately.
- l) Sit in your seat facing forward.
- m) Talk quietly and use appropriate language.
- n) Keep all parts of your body inside the bus.
- o) Keep your arms, legs and belongings to yourself.
- p) No fighting, horseplay, intimidation, or harassment.
- q) Do not throw anything.
- r) No eating, drinking, or use of alcohol, tobacco, e-cigarettes or drugs.
- s) No weapons or dangerous objects on the bus.
- t) Do not damage or vandalize the bus.