

Parent – Student Handbook

2025-2026 School Year



PRINCETON
PRIMARY SCHOOL

1206 7th Avenue North
Princeton, MN 55371
763-389-6901

www.isd477.org



Dear Parents and Guardians,

Welcome to the 2025-2026 school year! It is my pleasure to welcome you to Princeton Primary School. It is my hope that you and your child will have a rewarding experience as a Tiger Cub. Parents/Guardians are very important to the success of their child's education. It is important that we partner with each other to ensure that your child will be successful. We see you as a partner and encourage your involvement and communication. Working together, there is no limit to what we and our children can achieve. We will create a safe, positive, and fun learning environment for your child.

We have an amazing staff at Princeton Primary who will welcome your child and show love and support. I feel privileged to be the Primary School principal and look forward to meeting families. I look forward to working with all of you and supporting your child. My goal is for your child to have the best experience possible.

I look forward to collaborating with you and your child's teacher throughout the school year. Our goal is to give your child an education that supports learning in all areas to educate the whole child. We are fortunate to work with young learners and watch them grow. Please feel free to contact your child's teacher or myself at any time. Thank you for giving us the opportunity to teach your child.

Sincerely,

Shannon Bruskiwicz

Primary School Principal

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SCHOOL BOARD MEMBERS

Dawn Bourdeaux, Vice Chair	dawn.bourdeaux@isd477.org
Scott Bowman, Director	scott.bowman@isd477.org
Melissa Lynch, Clerk	melissa.lynch@isd477.org
Eric Minks, Treasurer	eric.minks@isd477.org
Eric Strandberg, Acting Clerk	eric.strandberg@isd477.org
Jennifer Super, Director	jennifer.super@isd477.org
Deb Ulm, Chair	deb.ulm@isd477.org

ADMINISTRATION

Patrick Devine	Superintendent of Schools
Michelle Czech	Director of Business Services
Jessica Town-Gunderson	Director of Teaching and Learning
Brian Julson	Director of Community Education
Deanna Cooley	Nutrition Services Director
Ryan Jensen	High School Principal
Sarah Marxhausen	Middle School Principal
John Beach	Intermediate School Principal
Shannon Bruskiewicz	Primary School Principal

Princeton Public Schools Building Addresses and Telephone Numbers

District Center

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

Primary School

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

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

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

807 8th Avenue South	763-389-4101
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Primary School Staff
PRINCIPAL - Shannon Bruskiewicz

Teaching Staff

<u>KINDERGARTEN</u>	<u>RESOURCE TEAM</u>
Cindy Angstman	Kait Alain - EBD
Jennifer Beckers	Mary Bahe - ADSIS
Alex Fay	Karen Franke - Behavior ADSIS
Michelle Hallbeck	Jill Gohman - LD
Tracie Linden	Page Holst - Speech/Language
Geraldina Marin	Allie Johnson- Speech/Language
Chelsey Nordine	Sarah Julson - Reading
Carmen Segade	Cathy Kloran - LD
Abby Smulders	Janelle Kohler - EBD
	Maggie Kurowski - ASD
	Shelley Scheffel - ADSIS
<u>FIRST GRADE</u>	Peggy Swenson - Social Worker
Amy Anderson	Kari Tadych - ASD
Andrea Castro	Michelle Weyer - Title 1
Jen Deziel	Melinda Zachman - DCD
Brianna Gadacz	
Angel Jadinak	
Marie Pelzer	<u>SPECIALISTS</u>
Cassandra Smith	Susan Bartholomaeus - Art
Lisa Swedzinski	Doug Berlin - Phy. Ed.
Pedro Valdivieso	Sara Clemons - Phy. Ed.
	Julie Moore - Music
	Tom Ostroot - Science
<u>SECOND GRADE</u>	
Andrea Castro	
Nicole Cook	
Izamar Hernandez	
Andrea Huss	
Michelle Lindell	
Samantha Long	
Stacy Miller	
Amanda Pemberton	
Annie Porttiin	

Primary School Support Staff

<u>OFFICE</u>	<u>PARAPROFESSIONALS</u>
Chris Hazelton - Secretary	Sabrina Auel - Title One
Carrie Tarvestad - Secretary	Sarah Baker
	Shelly Ballhagen - Health Assistant
<u>CUSTODIANS</u>	Rita Bathke
Mike Bott - Day Lead	Lisa Bekius - Coordinator
Josh Bevers	Colleen Bergmann
Gary Kubiszewski	Josie Bjurman Mayes
Renee Zimpfer - Night Lead	Nikki Bragg
	Tammi Braun - Title One
<u>NUTRITION SERVICES</u>	Alexa Brindamour
Stacia Baxter	Lauren Brown
Paulette Juilfs	Robyn Brown - Title One
Sarah Lutterman	Karen Carlson
Denise Maltz	Brandy Clark
Sam Palmer	Laura Daniels - Title One
Robbyn (Bobbie) Robinette - Head Cook	Kayla Furnstahl
Paige Wheeler	Robin Garies
	Grace Goebel - Speech Para
	Lacey Hanson
<u>CAFETERIA</u>	Patty Havelka
Moriah Raasch	Jessica Heppner
Molly Studniski	Beth Hoffman-Anderson
	Alaina Johnson
<u>PLAYGROUND</u>	Becca Johnson
Jenny Guimont	Kyla Kiekhafer
Genesis Itzep-Chay	Elizabeth Kulkey
Cassidy Keyes	Jen Kulkey
Cindy Puchalla	Nicole Lane
	Katie Lorge
<u>MATH/READING CORP</u>	Kristi Nelson
Jamie Gray - Reading	Linda Oeffling
Susan Lindeman - Reading	Mia Plate
	Emily Ramstorf
	Tabitha Sanborn
	Suzette Scheiber
<u>AMITY INTERN</u>	Ana Silva
	Kayleigh Soencksen - ASL Interpreter
	Janelle Tou
	Robin Wirebaugh
	Jessie Wright - Health Assistant

School Calendar

PRINCETON PUBLIC SCHOOLS

2025-26 Calendar



August 2025

19-21 New Teacher Workshops

25-28 Staff Development Days

September 2025

1 Labor Day

2 First Day of School

October 2025

15 No School K-5/ Conferences

In person Grades 6-12

16-17 MEA - No School

November 2025

21 Last Day of Trimester 1

24-25 No School for Students-Staff Development

26-28 Thanksgiving Break

December 2025

24-31 Winter Break

No School for Students & Staff

January 2026

1-2 Winter Break

No School for Students & Staff

19 Martin Luther King Jr. Day

No School for Students-Staff Development

February 2026

6 No School for Students

Conferences K-8

16 President's Day

No School for Students & Staff

March 2026

5 Last Day of Trimester 2

6-9 No School for Students

Staff Development/Grading

April 2026

3-6 Spring Break

No School for Students & Staff

May 2026

25 Memorial Day

No School for Students & Staff

28 Last Day of School

29 High School Graduation

29 Staff Development/Grading

July 2025						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

August 2025						
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31						

September 2025						
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October 2025						
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November 2025						
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30						

December 2025						
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28	29	30	31			

January 2026						
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February 2026						
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March 2026						
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22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key

- Holiday / School Closed
- No School - Staff Development Day
- Last Day of Trimester
- First and Last Day of School
- 6-12 Students Report

SCHOOL DAY PROCEDURES

The school day is from 7:30 a.m. to 1:50 p.m.

Student Directory

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. This includes student name, address, telephone listing, date and place of birth, 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. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

Building Security: Before & After School

Student safety is our top priority across the district and especially at the elementary level where we have young students. We have a responsibility to be as proactive as possible to keep all students safe. Parents/guardians are not allowed in the school building or in the bus loading areas before and/or after school for drop off and pick up times, unless arrangements have been made through the front office. If there is a unique circumstance, please contact the front office. We have staff to supervise and assist in helping all students to their classrooms and through the dismissal process. Families using Tiger Club will be able to drop off and pick up their children by meeting Tiger Club staff in the vestibule area and following Tiger Club procedures.

School Arrival & Dismissal

Children should not report to school before 7:10 a.m. School starts at 7:30 a.m. and it is important for students to arrive on time. Student drop off time is between 7:10-7:25. **It is very important for students to be at school by 7:25 for instruction to begin at 7:30.** Parents/guardians will need to sign their student(s) into the front office if arriving after the student day has started. Students are dismissed from school at 1:50 pm.

Release of Child during School Hours

When you wish to pick up your child during school hours, it is necessary to report to the office. The following procedure will be followed:

1. Sign a log indicating who you are and your child's name.
2. Your child will be called to the office. Parent/guardian (or approved person) will wait in the vestibule area.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 1:30pm. Those wishing to pick up students after 1:30pm, will need to go through the regular dismissal process at the end of the day. If you are volunteering for the day, your child will need to be signed out through the office by 1:30pm.

ATTENDANCE PROCEDURE

It has been proven that good school attendance contributes to success later in life. We at Princeton Primary School are committed to helping students build habits to be successful in this ever changing world. It is very important that your child builds the habit of coming to school each day.

Reporting Absences

If your child will be out of school, their absence and reason for absence must be reported in order to be considered Excused.

To report an absence, choose **one** of the following::

1. Notify the classroom teacher by 7:00 A.M.
2. Call the office at 763-389-6901
3. Submit the online form as soon as possible. **{Insert Online Form}**
4. If you are unable to call the school, be sure to send a note with your child when they return to school

If the absence is not reported it will be considered unexcused until a verbal or written notification has been provided to the school.

What absences are considered excused?

Princeton Primary is encouraging students to strive for less than five absences. We understand that things come up and absences will happen. We value open communication between home and school to support student success. The following events will be considered excused absence: illness, injury, medical condition, death in the family and a medical or mental health appointment. If a medical note is provided or a vacation is preplanned and communicated with the school these will also be considered excused.

What absences are considered unexcused?

We encourage ongoing communication to support your child's school success so if a student's absence is not reported to the school by any of the ways listed above, the absence will be marked as unexcused.

What happens when attendance becomes a problem?

- **3 unexcused absences:** A skyward notification reminder of attendance procedures and contact information
- **5 unexcused absences:** A phone call from the school to offer support
- **7 unexcused absences:** Letter notifying parent regarding child's attendance status and MN Statutes regarding Educational Neglect. At this time, a report of educational neglect may be made to the student's county of residence.
- **5 total absences:** A skyward notification reminder of the importance of attendance
- **10 total absences:** A skyward notification warning that after 15 total absences a medical note will be required.
- **15 total absences:** A skyward notification informing the family of the excessive number of absences and that further absences will require a medical note to be considered excused.
- **7 incidents of tardiness:** A skyward notification informing the family that late arrival is becoming a habit, and needs corrective action.
- **FAMILY TIES,** a voluntary county - school collaborative will be contacted if timeliness and attendance does not improve

Truancy/Educational Neglect

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

If the student is under the age of 12, truancy is referred to as educational neglect and defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with the state law. Parents/guardians are responsible for children under 12 years old to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Transportation Options:

- 1) Bus transportation to and from school (Bus transportation for the school district is handled through Palmer Bus Company. If there are any questions about transportation, please direct them to 763-631-5315.
- 2) Curbside drop off (Morning)
 - a) Drop off (Morning): Option 1- Drive up to the sidewalk next to the main entrance (west side of the Primary School). This is a stop-and-go area only. Students are dropped off only in the lane closest to the sidewalk. To ensure student safety, do not drop your child off where your child needs to cross traffic. Option 2: Park the vehicle and use the crosswalk to walk over with your student to the school sidewalk. There will be a crossing guard. For the safety of all students, a parent/guardian is expected to walk their child across the crosswalk. Parents/Guardians say “goodbye” outside of the school building.
- 3) Curbside Pick up (Afternoon)
 - a) Keep “Curbside Pick Up Tag(s)” in the car and visible to school staff. This is very important to ensure student safety and the efficiency of this process. If you do not have these tags, you may be asked for an alternative ID or your student may not be released.
 - i) Curbside Pick Up Tag(s) are available by contacting the Primary School office. There are three lanes of traffic that connect the Primary and Intermediate Schools. Use the lane closest to the Primary School when using the curbside for our building.
 - b) Walkers
 - i) Students who walk home after school will meet parents/guardians at the Intermediate School bike rack.
 - c) Shared siblings between Primary School & Intermediate School
 - i) Intermediate school sibling(s) pick up their Primary School sibling(s) from the Primary School and walk back over to the Intermediate School. Parents/guardians pick up their children in front of the Intermediate School.
 - d) End of Day Transportation Communication
 - i) At the beginning of the school year, notify your child’s classroom teacher which option will be used. If there are changes to the “regular” end of day routine, contact the front office by 1:30pm.
 - ii) Resource: Video on Primary School website that explains procedure.
 - e) Line- A long white line is painted on the front sidewalk of the Primary School. This is a visual reminder to assist with student safety. We teach students to walk on the side furthest from the traffic lane. The line also assists parents with knowing where they can drop & pick up their children during the curbside process. Please use this line as a resource to help curbside run efficiently and effectively.

Changes to Your Student’s Transportation Routine

If your child will have any changes in his/her dismissal routine (for example, your child will be picked up instead of riding the usual bus), you must provide a written note or a phone call indicating what the change will be. If we do not receive one or the other, your child will be dismissed according to their routine.

Change of Address

Please use your Skyward Family Access to update your personal information and provide busing changes.

Bicycles

It is assumed that parents of bike riders have given permission for their children to ride to school. We would ask that bikes be locked during the school day using the bike rack by Intermediate School and that they be walked on and off school property.

EMERGENCY & WEATHER PROCEDURES

Emergency Closings

In the event of an emergency school closing or bad weather, an announcement will be made using the Skyward instant alert system. Immediately, phone calls and emails will be sent out to any parent phone numbers and e-mail addresses in our database. These closings are also reported to radio and television stations in the Princeton area, St. Cloud and the Twin Cities. The school district website will show the announcement as well.

Please check the following radio and television stations and websites for information related to school closings and late starts.

Radio:

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

KCLD 104.7 FM / KNSI 1450 AM / KZPK 98.9 FM KCML 99.9 FM

WWJO 98.1 FM / WJON 1240 AM

Television Channels:

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

Websites:

www.channel4000.com

www.kare11.com

www.isd477.org

Flexible Learning Days

In the event that school is closed due to bad weather, Princeton Public Schools will participate in a Flexible Learning Day. This allows learning to occur from home and where students do not need to come to school. Classroom teachers will provide a menu of options that students can complete at home.

Cold Weather Procedures

During the cold weather months, make a special effort to check your child before sending him/her off to school. Check to see that the clothing worn is appropriate: winter coat, hat/cap, mittens, boots, etc. Just remember, you will never be able to predict the occasion of a bus emergency despite all the weather warnings. Each day we evaluate up-to-date weather information, which helps us to decide on whether recess is to be outside or inside. If the temperature or wind chill factor is below -5°, we keep the children inside during recess.

Fire, Emergency and Weather Drills

It is required by law that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for tornado drills and other emergencies.

As a general rule, your child's classroom teacher can best respond to questions concerning their progress, work to be completed, peer relationships, etc. Princeton Primary's office personnel might best answer questions and/or concerns more general in nature. The principal invites any questions, which may be appropriately directed to her. Please reference the phone directory for contact information.

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GENERAL INFORMATION

Visiting School

We value our family and community members, we welcome involvement in school through our formal volunteer program, as we are one team! If you are interested in volunteering at the school, please contact our volunteer coordinator at 763-389-6929. Eating breakfast and/or lunch with your child, visiting the playground, and parent classroom observations are not permitted. When volunteering, check into the front office for a badge. Your driver's license is needed to receive a badge. Wear the badge on the outside of clothing and check out with the office when you leave.. If the badge is not visible, staff will approach to assist with this procedure by bringing those without badges to the front office.

School Visitation by Children

Students are not permitted to bring other students with them to school as visitors, unless the school principal grants special permission.

Field Trips

Classroom teachers may choose whether or not to invite parents to accompany their students on field trips. Additionally, the teachers of each grade level may choose whether or not parents can ride the bus. Typically, parents are encouraged to drive their own vehicle and follow the school bus. Before the day of the field trip, check with your child's teacher.

Photos in School/District Publications

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

Lockers

All first and second grade students will be assigned lockers (kindergartners have cubbies). Students are not allowed to put locks on their lockers. Valuables should never be left in your child's locker. If you must send money or valuables to school, have your child hold onto them or check them in the office. The school is not responsible for personal property losses. Any loss should be reported immediately to the administration. Law permits the inspection of student lockers because lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Cell phones/Electronic Devices

Cell phones and/or other electronics are not allowed in the classroom. They are expected to stay in a student's locker as this can be a disruption to student learning. Please contact your child's teacher or the Primary School office to assist in delivering messages to your child. The district is not responsible for lost or stolen cell phones and/or electronic devices.

Lost and Found

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the lost and found and are never claimed. We encourage you to label your student's clothes. Parents and/or children should check the lost and found area near the main staircase whenever things have been lost or misplaced. Unclaimed clothing items are donated to a local thrift store throughout the school year.

Homework

There is grade level discretion to provide opportunities at home for students to have extra practice with the skills they are learning at school. The goal is to have guided, skill-based practice that can

help develop positive habits around school while keeping a learning connection between school and home.

If your child is gone for only one day, do not request homework. However, if your child has a prolonged absence, and you desire homework, please give the teacher 24-48 hours notice to get the work together.

Parent Teacher Conferences

Two scheduled conferences are provided by the school calendar. Other conferences are held when necessary.

Classroom/Student Placement

We work hard to support students and we are dedicated to having common experiences for all students while balancing the educational needs of all students. And, providing families an opportunity to share valuable information about their child's success in the classroom is important to us. Families will have an opportunity to complete an optional child-focused informational form mid-year to assist with this process for the upcoming school year. Teacher requests are not accepted. Please know that once students are placed adjustments are only made at the discretion of the school principal. The school reserves the right to make classroom changes before and after the school year has started, not based on family requests.

Transfer

Please inform the school if you move out of the district. Parents must sign a request for release of their child's records when they enroll their child in their new school.

Student Dress & Appearance

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

Clothing should be

- Clean and neat
- Suitable for weather
- Labeled (coats, caps, boots) for identification

Unacceptable clothing and accessories include but are not limited to:

- See-through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- Exposed underwear/undergarment
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

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

The Pledge of Allegiance

Students in each classroom recite the Pledge of Allegiance at least one time per week. Parents have the right to choose not to have their child participate.

iPads

The Primary School has 1:1 iPads for each student to enhance learning. The iPads are school property and students/families may be subject to fines and/or repair costs related to iPad damage and/or loss of

accessories. iPads will stay at school each day, unless otherwise approved by the school administration.

Fees

The Primary School reserves the right to assess fees for items such as but not limited to: damaged property (ex- school property and/or bus), textbooks, technology devices, library books, etc. Payments can be made online through RevTrack (you will need your 6-digit Student ID number).

Responsibility for Lost or Damaged Supplies or Equipment

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

HEALTH SERVICES

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

The Health Office is able to obtain student information through Skyward Family Access and relies on its accuracy to promote the health and safety of your child. **All emergency contact and medical information must be entered through the Skyward Family Access Portal** which can be found under the main Princeton page, Family Logins tab, Skyward Toolkit. From there you will be able to sign up for email alerts for student visits, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

HEALTH OFFICE CONTACT INFORMATION

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

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

FAMILY & EMERGENCY CONTACT INFORMATION: In addition to parent/guardian contact information we require all students have at least two emergency contacts listed with accurate phone numbers.

Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.

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

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

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

Emergency Medications (Administration according to package insert)

- Epinephrine and/or Antihistamine Standing Order - Anaphylaxis evaluation and/or medication administration when American Academy of Pediatric 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.

SUICIDE PREVENTION INFORMATION: Information and services are available as needed.

Call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on [this website](#).

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.

STAYING IN FROM RECESS / EXCUSED FROM PHYSICAL EDUCATION CLASS:

The recess period at lunch is considered part of each child's daily physical education program.

Therefore, children are expected to go outside for a short period of time each day. If you feel your child is too sick to go outside or participate in physical education class (PE), we will allow your child to stay in from recess/PE for one day if he/she has a written note from you. We will allow additional day(s) with a physician's note. The physician should include the diagnosis and outline any activity restrictions (such as no running, no weight bearing on the right foot, etc.) Also, the physician should note when the child can return to normal activity.

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. 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.**

NUTRITION SERVICES

MN Passes Free Meals for ALL

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

A la Carte Charging

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

Lunch Account Payments

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

Lunch Account Balances

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

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

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

Educational Benefits Application

New Forms must be filled out each year. Electronic versions of the forms are located on the Parent Skyward portal on the Food Services tab. See instructions on the district website under "Logins".

Parents are encouraged to complete and submit the form to see if you qualify. The form still must be completed to receive discounted activity fees.

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

Prices

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

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.

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.

Special Diet Accommodations Form

Nutrition Services would like to remind you that a new form is needed every school year to modify a meal for any student. [Special Diet Form](#) IF you are ONLY needing lactose or Soy milk, a parent signature on the form is sufficient. IF you are needing anything else modified, a DOCTORS signature is REQUIRED on the form. We appreciate your attention in the matter

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

Restorative Practices

Our staff is beginning to be trained in Restorative Practices. The overall goal is to have a process in place to repair harm and restore relationships when students have been verbally or physically harmed.

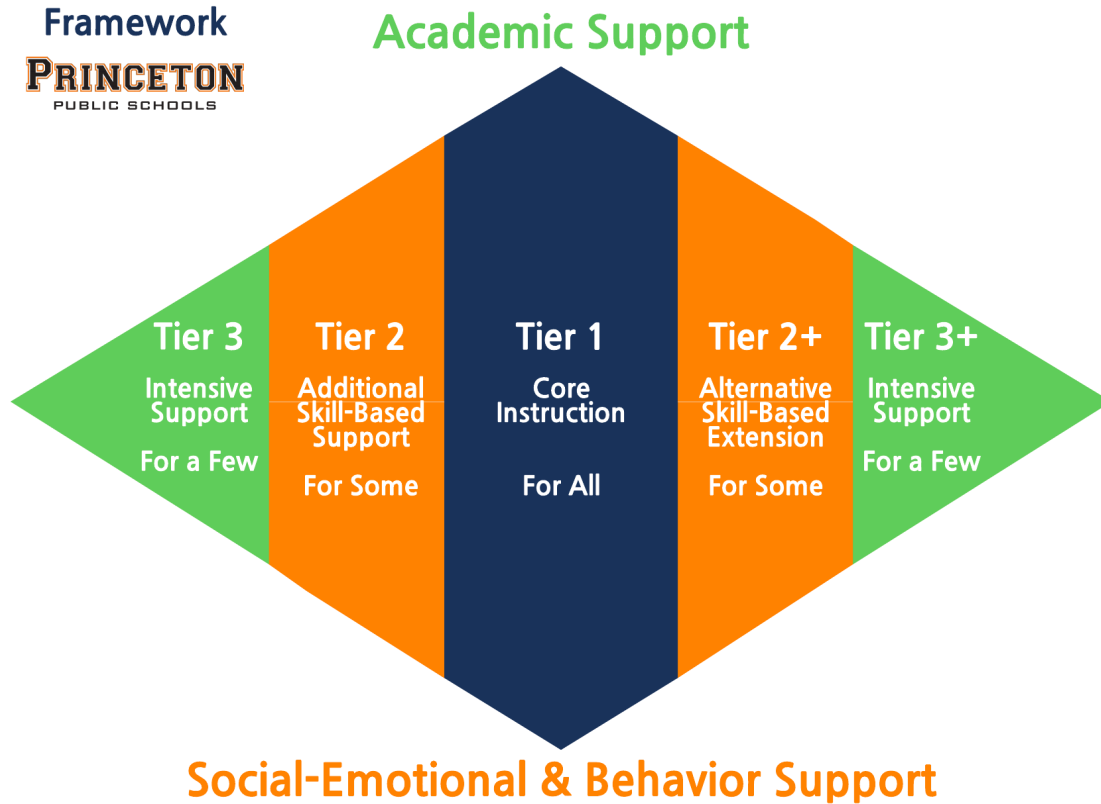
Princeton Primary School Bully Prevention Program

"Stop-Walk-Talk." Parents, if you hear your students using these words, they are following the bully prevention program at Princeton Primary. Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is, behavior that is disrespectful and can even be unsafe.

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

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

One important exception to the "Stop-Walk-Talk" sequence is when a student is in danger such as falling on the playground or fighting. In this case, students are told to immediately tell an adult. By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have tools to deal with problem behaviors, help one another out, get in trouble less often, feel safer at school and be better able to keep their focus on learning during their school day.



MTSS Process

Multi-tiered Systems of Support (MTSS) is a process which combines systematic assessment, decision-making, and a multi-tiered services delivery model to improve educational and social and emotional behavioral outcomes for all students. To support all students with academics and social emotional learning, we have developed the [MTSS flow chart](#) at the Primary School to guide our decision-making process. We provide interventions and extension opportunities for students as needed.

Student Behavior Expectations

Tiger Pride

The Primary School has adopted the Positive Behavior Intervention and Support (PBIS) framework known as “**Tiger Pride.**”

The foundation to Tiger Pride are relationships with students and one another while teaching expected behaviors within the school system. These expectations are taught throughout the school year. Discipline and natural consequences are learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of Tiger Pride is to develop an understanding of appropriate and expected behaviors. As a result, students are in a positive and productive learning environment, enabling students to strive for excellence.

Tiger Pride expectations are taught throughout the school setting where students are taught to 1) Respect Myself 2) Respect Others 3) Respect Property 4) Respect Community.

Tiger Pride Expectations

	On the Bus	Bathroom	Cafeteria	Enter/Exit Building	Playground
Respect Myself	<ul style="list-style-type: none"> * Listen to the bus driver and follow directions * Sit on my pockets * Face forward * Keep hands and feet to myself 	<ul style="list-style-type: none"> * Walk in quietly * Do what I need to do * Wash my hands * Wait patiently in line or return to classroom 	<ul style="list-style-type: none"> * Wait calmly in line * Eat my lunch and try new foods * Sit calmly on my pockets * Walk out to recess 	<ul style="list-style-type: none"> * Wait patiently and quietly * Keep my body calm and to myself * Move slowly and safely * Go directly to my destination 	<ul style="list-style-type: none"> * Play safely on the equipment * Keep rocks, sticks, wood chips, snow, etc. on the ground * Come to school prepared with appropriate clothing and shoes according to the weather
Respect Others	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Invite others to sit with me * Keep hands and feet to myself 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-1 * Use one pump of soap * Dry hands with 1 paper towel * Give people privacy 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Say "please" and "thank you" * Hold my tray out for the cooks * Hold door for others 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-2 * Keep hands & feet to myself * Walk through the doors one at a time * Move on the right side of the hall * Hold door for others 	<ul style="list-style-type: none"> * Speak kindly & voice level 0-3 * Take turns - counting to 20 "Mississippi" * Play with others * Watch out for others * Keep hands & feet to myself
Respect Property	<ul style="list-style-type: none"> * Pick up garbage * Leave the bus in the condition I found it (or better) * Help others pick up belongings and trash 	<ul style="list-style-type: none"> * Keep feet on the floor * Throw away paper towels 	<ul style="list-style-type: none"> * Keep my food on my tray when I am not eating it * Sit at the table * Throw garbage in the garbage cans * Hang my coat neatly on a hook 	<ul style="list-style-type: none"> * Keep hands and feet to myself * Keep my belongings with me and to myself * Leave others' property alone 	<ul style="list-style-type: none"> * Pick up my belongings * Play safely on the equipment * Clean up and line up by your number when whistle blows.
Respect Community	<ul style="list-style-type: none"> * Talk only to those in seats near you * Keep trash in the bus * Teach others how to be respectful by modeling behavior 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices * Walk calmly out the "green" recess door 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices

	Media	Specialist	Hallway	Classroom	Office/Health Office
Respect Myself	<ul style="list-style-type: none"> * Ears listening * Move slowly and calmly * Sit safely on my pockets * Body still 	<ul style="list-style-type: none"> * Be prepared to listen and learn * Try my Best * Say kind things to myself * Have safe shoes (PE) 	<ul style="list-style-type: none"> * Keep my hands to my sides * Move calmly on the right side of the hall * Move facing forward and keep up with the group 	<ul style="list-style-type: none"> * Be prepared to learn * Move slowly and safely * Be proud of my best work * Listen and follow directions 	<ul style="list-style-type: none"> * Politely tell staff what I need * Focus on my own needs * Think about why I am going to the office * Tell the nurse my problem
Respect Others	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Hands to self * Eyes watching * Return books on time 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Watch out for others * Listen, share, and take turns * Play fair (PE) 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-1 * Keep hands & feet to myself * Wait for a class to go by and then cross the hallway 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Give compliments * Keep hands and feet to myself * Raise my hand and listen to others * Allow others to work 	<ul style="list-style-type: none"> * Speak kindly and voice level 0-2 * Ask my teacher for permission to leave * Speak loud and clear * Tell the nurse my first and last name and wait patiently
Respect Property	<ul style="list-style-type: none"> * Take my books home in my backpack * Treat books gently, hug books in hallway 	<ul style="list-style-type: none"> * Use equipment properly * Put materials away * Appreciate others' work with eyes not hands (art) 	<ul style="list-style-type: none"> * Keep my hands by my side * Pick up garbage and throw it away 	<ul style="list-style-type: none"> * Push in my chair * Keep the room clean and organized * Use materials properly * Bring in my Tiger Pride Folder and return homework 	<ul style="list-style-type: none"> * Keep hands & feet to myself * Follow directions * Knock on the door * Sit on the chairs and wait
Respect Community	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices * Give my attention to teachers and speakers * Be respectful on field trips 	<ul style="list-style-type: none"> * Teach others how to be respectful by modeling behavior * Encourage others to make good choices

To assist with Tiger Pride and keeping all students safe, the following items are not allowed at school:

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

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Any inappropriate items will be confiscated and will be required to be picked up by parents at the office. The school is not responsible for lost or stolen items.

Consequences

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

At the Primary School we use a variety of consequences that are progressive and are logical for the situation. We have developed a developmentally appropriate progression of supports & consequences depending on the severity and frequency of behavior(s) demonstrated by student(s). Unexpected behaviors are managed at the classroom level, “below the line” (minor) behaviors are managed in our Reset room, and “bottom line” (major) behaviors are managed through the office. In all situations, we re-teach the expected behavior(s) and learn about Tiger Pride. Princeton Primary School follows all district policies involving student conduct.

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

- Conference/Process with student
- Warning
- Parent contact
- Classroom adjustments (ex- seating chart, choices, re-do missed work, etc).
- Restitution
- Restorative Meeting
- Apology
- Lunch and/or recess spent in the office
- Loss of privilege
- Intervention supports using [MTSS process](#) (ex- Mentor, Behavior ADSIS, Check in/out)
- In-school suspension
- Out-of-school suspension
- Referral to counselor/school social worker
- Referral to Police Liaison Officer
- Other

Behavior that is severely inappropriate and/or dangerous to the student or others will result in the student’s removal. Restraint may be utilized to remove the child from an area. Parents will be contacted if their child needs to be removed from the school. The police will be called if necessary. Any parent that questions a consequence given their child is welcome to call or visit with the child’s teacher and/or the principal.

DISTRICT WIDE POLICIES AND PROCEDURES

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

www.isd477.org

TECHNOLOGY USE

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

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/departments/instructional-technology/device-protection-plans>

Seesaw = classroom + home



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

Skyward = school + home, classroom + home



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

Skylert = district + home & school + home

ISD 477 Skylerts



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

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

DIRECTORY INFORMATION

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. This includes student name, address, telephone listing, date and place of birth, 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. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

RELIGION

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

<https://www.isd477.org/district/policies/600-education-programs/609>

CRIMINAL HISTORY BACKGROUND CHECKS

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history backgrounds for other volunteers, independent contractors, and student employees.

REASONABLE FORCE

School District Policy #506

Minnesota State Statutes have been revised to 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 themselves or another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58 nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

PROHIBITION OF WEAPONS

School District Policy #501

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in **(1)** confiscation of the weapon; **(2)** an initial suspension for up to five (5) days; **(3)** notification to the police, and **(4)** a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a firearm will result in expulsion of not less than one year per the Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any

device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non- functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office.

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

HARASSMENT AND VIOLENCE

School district policy #413

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

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

STUDENT TRANSPORTATION SAFETY

School district policy #709

Student Transportation Expectations and Consequences

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

School Bus and Bus Stop Expectations

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

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

Students who do not follow the bus stop and/or bus expectations may lose their bus riding privileges for a period of time. Students are still required to attend school when they are suspended from school transportation. Parent(s) are then responsible for transportation to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 (123.801).

Guidelines and Consequences for Not Following Bus/Bus Stop Expectations

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

Minor Incidents: Disrespectful behavior, minor physical contact or horseplay, taking personal items from others, name calling, not following directions, littering, excessive noise level, leaving seat,

inappropriate language or gestures, inappropriate use of cell phone or technology, arguing, disobedience towards driver or monitor, other incidents reported and deemed inappropriate.

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

Early Childhood, Primary and Intermediate Elementary: Response to Bus Referrals	
	Depending on the incident #, the following consequences may be given out at the school level:
Minors	Education, parent contact, written warning, restitution, meeting with transportation staff, assigned seat, in-school consequences, parent meeting, potential bus suspension
Majors	Education, parent contact, written warning and in-school consequence, assigned seat Restitution, meeting with transportation staff, parent meeting, bus suspension, possible loss of bus service

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

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

SUSPENSION, EXCLUSION, EXPULSION

A. SUSPENSION

1. **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 re-admission. 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.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules such as fighting, sexual harassment, classroom disruption, failure to do detention, vandalism, stealing, forgery, smoking, truancy, insubordination, etc. Suspension from school may be for a period up to and including ten days and will be imposed by the principal or dean. Students who are suspended out of school must remain off the school grounds during the entire time of suspension. 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.

B. 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. The following factors will be considered, to the extent the School District determines relevant, when the length of an expulsion is established.

- a. The nature of the misconduct.
- b. The harm caused or threatened by the misconduct.
- c. The student's behavioral and disciplinary history.
- d. Mitigating circumstances.
- e. The student's age.
- f. The student's educational needs.
- g. Characteristics of the victim.
- h. The student's recognition of the misconduct and its significance.
- i. The presence or absence of a weapon.

This list is not all-inclusive. Unique circumstances which cannot be anticipated might exist in individual cases. The School District expressly reserves the right to consider and give the weight it determines appropriate to such unique circumstances.

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 weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

School district policy #417

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals-- tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

CHEMICAL USE AND ABUSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for the society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

Definitions

A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.

B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.

C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.

D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Consequences

The following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy may be subject to the following:

Violation: Use/Possession of Smoking Materials, Tobacco Products, Alcohol and other Mood-Altering Substances, and /or any look alike substance.

Action: Notification of parents; Notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

Violation: Distribution, Sale or Purchase of Tobacco Products, Smoking Materials, Alcohol, Other Mood-Altering Substances and/or Drug Paraphernalia, and /or any look alike substance

Action: Notification of parents; Notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar.