



**PRINCETON**

INTERMEDIATE SCHOOL

Home of  
Tiger Pride

## TABLE OF CONTENTS

|   |       |
|---|-------|
| Welcome .....                                       | 4-5   |
| Intermediate School Focus .....                     | 5     |
| Hours/ Phone numbers.....                           | 6     |
| Academic Assessments.....                           | 7     |
| Conferences .....                                   | 8     |
| Curriculum .....                                    | 9     |
| Homework .....                                      | 9     |
| Behavior Expectations/ TIGER PRIDE .....            | 9-19  |
| Communications.....                                 | 19-20 |
| Food Service Programs .....                         | 20-22 |
| General Information/ Procedures                     |       |
| AM Arrivals.....                                    | 22    |
| Arrival and Departure .....                         | 22-23 |
| Attendance.....                                     | 23-24 |
| Bicycles .....                                      | 24    |
| Emergency Contacts - updating.....                  | 25    |
| Field Trips .....                                   | 25    |
| Criminal History Background Checks.....             | 25    |
| Permission Slips.....                               | 26    |
| Fire, Emergency, Lock Down and Weather Drills ..... | 26    |
| Lockers .....                                       | 26-27 |
| Lost and Found .....                                | 27    |
| Lost, Damaged or Destroyed .....                    | 27    |
| Party Treats.....                                   | 27    |
| Pledge of Allegiance .....                          | 27    |
| Release of Child During School Hours.....           | 27    |
| Selling in School .....                             | 27    |
| Snack Breaks .....                                  | 27    |
| Student Planner .....                               | 28    |
| Visitors .....                                      | 28    |
| Weather Procedures .....                            | 28-29 |
| Health Services .....                               | 29-35 |
| Special Programs                                    |       |
| Release Time.....                                   | 35    |
| Special Services.....                               | 35-36 |

## APPENDIX

### District-Wide Policies and Procedures

Directory Information .....37

Harassment and Violence .....37-38

Prohibition of Weapons .....38-39

Student Transportation Safety .....39-41

Student Use and Distribution of Controlled Substances .....42-43

Technology Use .....43-47

Religion .....47-48

Dear Students and Parents:

Welcome to the Intermediate School Family! We serve approximately 700 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult here.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Princeton Intermediate community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, IS staff will do their best to make positive decisions based on the information we have.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called **Tiger Pride:**

**I will Respect.....Myself.....Others.....Property.....Community**

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. We have seen an overall reduction in major office referrals since we began using Tiger Pride in 2005. We strive to give each student the level of support they need to be successful both academically and socially.

We added the concept of Earning your STRIPES to help students focus on specific attributes connected to Tiger Pride.

S - Self-Control

T - Teachable

R - Respectful

I - Integrity

P - Positivity

E - Empathetic

S - Safe

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at [www.isd477.org](http://www.isd477.org).

We look forward to another fantastic school year!

Sincerely,  
John Beach  
Principal

### Intermediate School Focus

At the Intermediate School, we update our goals every fall. We will continue to focus on helping each child grow academically and socially.

Our goals focus on student and school-wide growth/ success in math and reading.

We give extra reading and math support to students based on their needs.

Our school is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

### **Hours**

Our school day is 7:30 am – 1:50 pm  
Our office is open from 7:00 am – 3:00 pm

#### **Principal**

John Beach

#### **Secretary**

Kim Myers

#### **Assistant Secretary**

Laura Pipenhagen

### **School Board Members**

|                 |              |                |              |
|-----------------|--------------|----------------|--------------|
| Deb Ulm         | 763-234-7645 | Jennifer Super | 612-369-0458 |
| Eric Strandberg | 763-226-7664 | Eric Minks     | 763-238-1571 |
| Melissa Lynch   | 952-818-2913 | Chad Young     | 612-366-6820 |
| Dawn Bourdeaux  | 612-386-0070 |                |              |

### **Administration**

|                        |                               |          |
|------------------------|-------------------------------|----------|
| Patrick Devine         | Superintendent of Schools     | 389-6190 |
| Michelle Czech         | Director of Business Services | 389-6183 |
| Ryan Jensen            | High School Principal         | 389-6010 |
| Sarah Marxhausen       | Middle School Principal       | 389-6750 |
| Shannon Bruskiewicz    | Princeton Primary Principal   | 389-6902 |
| Lana Talberg           | Director of Student Services  | 389-6191 |
| Deanna Cooley          | Food Service Director         | 389-6162 |
| Brian Julson           | Director of Community Ed.     | 389-6199 |
| Jessica Town-Gunderson | Dir. Of Teaching & Learning   | 389-7278 |
| Jason Senne            | Human Resources Coordinator   | 389-6181 |

### **SCHOOL TELEPHONE NUMBERS**

|                                 |          |
|---------------------------------|----------|
| High School.....                | 389-4101 |
| Middle School.....              | 389-6705 |
| Princeton Intermediate.....     | 389-6801 |
| Princeton Primary School.....   | 389-6901 |
| Community Education Office..... | 389-6198 |
| Swimming Pool.....              | 389-6057 |
| Palmer Bus Company.....         | 631-5315 |

## **E-MAIL DESCRIPTION**

To e-mail a staff member use the following format:

first name.last name@isd477.org Example: John Beach [john.beach@isd477.org](mailto:john.beach@isd477.org)

## **ACADEMIC**

### **Assessment and Evaluation**

We measure reading and math proficiency and growth throughout the school year. Students will take reading fluency measures as well as overall reading and math assessments three times during the school year.

### **MCAs**

#### ***What are the Minnesota Comprehensive Assessments (MCAs)?***

The MCA (Minnesota Comprehensive Assessments) is given to all students in reading, math, and 5<sup>th</sup> grade science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

#### ***Some ways to help students:***

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- Encourage students to answer all the questions that they are sure of and to put a small mark by those that give them trouble. The test is not timed, so they can go back to the questions they marked
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

If you do not want your child to participate in MCA testing, you must fill out the [25-26 Statewide Testing Parent Refusal Form](#)

### **Parent-Teacher Conferences**

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be

necessary for them to attend this goal setting conference and all other conferences held throughout the year.

Our first goal setting conference will occur in the fall. There is a window of time that teachers will schedule conferences. Some conferences are scheduled during our all-school conference time, but not all of them.

At the spring conference, all students, parents and teachers will review the goals previously set. As with the fall conferences, there is an all-school night set aside.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

*\*\*Note: Conferences can occur anytime throughout the year, whenever the need is apparent by the parent and/or teacher.*

### **School and Home Partnership**

#### **Students should:**

- Listen to all instructions
- Attempt all assignments
- Complete each given assignment to the best of his/her ability

#### **Parents should:**

- See that their child gets to school on time each day
- Meet and speak with their child's teacher as needed
- Reply to communications from the school
- Make sure that their child has some quiet time for homework
- Speak with their child every day about what was learned

#### **The School should:**

- Clearly inform the student as to what the assignment is and when it is due
- Provide help for students having difficulty completing assignments
- Notify parents if a problem exists--after repeated late assignments or behavioral concerns

### **Standards-Based Learning**

We make sure each child is aware of their learning – where they are and where they are going. We use a variety of materials to meet the needs of our students so that they can be successful applying the standards they have learned.

### **Specialists**

At the Intermediate School, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

### **Homework and Student Daily Work**

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

### **Vacation Homework**

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

## **SCHOOL BEHAVIOR EXPECTATIONS**

### **Behavior and Discipline Policy**

#### **I. Behavior Guidelines**

##### **A. Philosophy**

Discipline is 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 this policy is to develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or redirecting inappropriate behavior, rather than on punishment. The goal of this process is to re-teach and reinforce the expected behavior and encourage the student to make more positive choices in a similar situation in the future. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a



balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride frequently. Parents are asked to go over these guidelines with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 – Weapons, and 506 – Student Discipline, and 706 – Transportation if you want to learn more about our expectations.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** –

**RESPECT FOR  
MYSELF  
OTHERS  
PROPERTY  
AND COMMUNITY**

**B. Expectations**

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride
- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- Carry a pass from a staff member when student is not with his/her class

- When buses arrive students are to report to breakfast or their classroom
- Use the appropriate voice level for the setting

Students will learn about Tiger Pride expectations in all areas of the school - what Tiger Pride looks like in the classroom, hallways, cafeteria, on the playground, on the bus and so on.

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, without talking, in a single file
- Walk facing front on the right side

In the RESTROOMS, students are expected to:

- Use inside voices
- Respect rights of others in the bathroom
- Not write or draw on walls
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA, students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area
- Raise their hands, if they need help or are ready to be dismissed
- Not throw food or trash
- Keep all food inside the cafeteria
- Use inside voices only
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria

- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change

On the PLAYGROUND, students are expected to:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our playground
- Stay away from areas that have been marked with cones as unsafe or off-limits
- Stay away from all classrooms and windows so that other students are not disturbed
- Remain on the playground at all times – do not go back in the building without a pass
- Line up as soon as the signal is given
- Use climbing equipment safely (avoid waiting, immediately go down the slides feet first)
- No fighting (play wrestling and fighting will be considered real), kicking, hitting, biting, pushing, spitting or pulling hair
- Football must be one-hand touch – sign the contract to play
- Play only those games that allow everyone to enjoy recess safely
- No chasing or tag games on playground equipment or wood chip area to avoid collisions
- Not pick up or throw rocks, sticks, mulch, dirt, snow/ice, etc
- Report all accidents, injuries, and other concerns to one of the adults on duty immediately
- Use respectful and non-threatening language and actions
- Be respectful of other children's clothing, hoods, coats – do not pull on them
- Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.
- Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas. Closed toe shoes are strongly recommended.
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
- No personal electronics

- Be inclusive and fair – use good sportsmanship
- Keep away from construction area

(Extra class recess follow the same expectations)

Students are **NOT Allowed** to BRING TO 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 (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences).
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Hardballs, softballs and baseball bats

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. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

### **The school is not responsible for any lost or stolen items. Consequences**

At the Intermediate School we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following list may be used. In more serious situations, a warning or student conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker

- Referral to a Police Officer

### **Reset Room**

We have a room at the Intermediate School for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

### **City of Princeton – Title 6 Nuisances and Offenses**

#### **635.01 Unlawful Actions**

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

#### **635.99 Penalty**

Any person violating any provisions of this chapter shall be guilty of a petty misdemeanor.

### **Severe Behaviors**

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

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 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.

**Each situation is different and processed with care. The decisions made are based on all information available to us. Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal/dean.**

### **Apparel**

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 are not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

1. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate messages, or depicting weapons or violence may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted.
2. 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.

When an infraction of the dress guidelines occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing, and/ or parent contact.

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

### **Bullying**

Minnesota has passed the Safe and Supportive Schools Act. The school district will be updating our policies in accordance with this new act. General definitions that we will be following include:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It 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.

Behavior that occurs at school, on buses or school events is included. Electronic/ "online" behavior that occurs off school premises but "substantially and materially disrupts" the school or "learning" can be included as bullying as well.

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you're being bullied, you *aren't* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it's tougher to pick on a person who has someone there for support.
- **Walk away.** It's harder to bully someone who won't stand still to listen.
- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It's no fun to bully someone who doesn't seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don't fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a

situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

It is very important not to wait to tell a trusted adult about a bullying situation. The sooner we know what is happening, the sooner we can help and prevent it from happening again. This type of behavior can be reported electronically with the [Offensive Behavior Report Form link](https://isd477.org/offensive-behavior-report-form) on our school webpage – [isd477.org](https://isd477.org).

### **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.

### **Creating a Safe and Welcoming Community**

In our schools, we focus on creating a positive learning environment—one in which all students feel like they are part of our community, free from bullying, harassment or fear.

Our students play an active role in creating a culture of learning. When they are kind, welcoming and collaborative, they lift each other up. If they choose to tease, bully or engage in name-calling, they tear each other down. When they cross a line and use their words to hurt, diminish or demean others, it becomes a problem and interferes with learning. No student has a right to get in the way of another person's learning.

In recent years we have seen instances of students using slurs and hate speech. **We are asking for your help.** We are asking families to have conversations with their child about appropriate and inappropriate language in schools and in society.

Our students may hear language through social media, song lyrics, YouTube videos, or television that will not be tolerated in our schools. When students bring that language into schools, they find themselves facing disciplinary action for bullying, harassment, or using racial slurs. The N-word, the R-word and other slurs will not be tolerated.



We believe slurs and hate speech are forms of verbal violence. A “slur” may include epithets, threats, verbal abuse, use of profanity or derogatory comments regarding another’s identity based on ethnicity, national origin, immigrant status, religion, disability or gender. To reiterate, there is no place for any type of slur or hate speech in our schools and it will not be tolerated.

We are committed to a safe and respectful school environment - one that is free of racism and any form of discrimination. We want to teach our students to know, ‘I better not say that.’ And to speak up and say, ‘That’s just not cool.’”

Our mission is to develop in EVERY learner the ability to succeed in an ever-changing world. And EVERY means each student. We value, respect, and celebrate diversity and are honored to serve each and every student and family. We want our schools and our community to be places where all of our students feel safe and WANT to be.

Let’s work together to make our community and our schools safe, welcoming and supportive of everyone’s right to the American dream. Combating racism and discrimination will take a collaborative effort with members of the school district working with families and the community to address the root causes of prejudice, bias, and discrimination. Together, we can uphold the values of the school district and community at large, and we call on the Princeton community to continue to work together to create an environment where all people feel valued and included and an environment where people not only feel they belong but where they would also want to live.

### **Stop, Walk and Talk**

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

### **Tiger Pride News**

Each morning we share the news on YouTube. This is a pre-recorded program that includes lunch menu, birthdays, special events, and clips from our wildlife cameras - [Tiger Pride News link](#).

## **COMMUNICATIONS**

Communication between home and school is vital! We encourage you to call, email, or use Skyward connect with your child’s teacher whenever you have a concern. Please note that your child’s teacher will be teaching for the majority

of the day and may not be available to talk at the time you called, but they will get back to you.

Most notices about school and community events will be sent via Seesaw from your child's teacher.

Every Friday (or the last day of the school week) at 4:30 pm you will receive an email and a phone call with a Weekly Family Update from the Principal.

### **Who To Call**

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. IS's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

### **Telephone**

The office and classroom telephones are for school business only! Students are permitted to use the telephone for emergencies only. Please do not call expecting to talk to a teacher while they are teaching.

### **Photos/ Video in School/ District Publications/ Media Sites**

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, Intermediate School, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. Princeton Intermediate gets a lot of attention because of Tiger pride. IS uses YouTube, TeacherTube, and Vimeo to share our efforts with Tiger Pride. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.)

### **Transportation**

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

### **FOOD SERVICE PROGRAM**

## **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 [isd4477.org/family-logins](http://isd4477.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 forms to see if they 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 (subject to change) ;**

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

### **Student Lunch Menus:**

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

### **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.

**Primary Schools (K-5)** – if your child brings an item with peanuts, nuts or tree nuts in a packed lunch, they will be asked to sit at the “peanut” table in the lunchrooms to ensure the safety of all students.

## **GENERAL INFORMATION/ PROCEDURES**

### **AM Arrivals**

Children should not report to school before 7:15 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the Intermediate School (grades 3-6), and Princeton Primary (grades K-2), both groups are at Princeton Primary. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call 389-6197, to inquire about rates and to enroll your child.

### **Arrival & Departure at IS by Car**

Buses arrive between 7:15-7:25 a.m., and leave approximately 2:00 p.m., in the back (east side) of the building each day. We ask that when you bring your students to school, you use the **Front** of the school -- the west side, to drop your

child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child. Following this procedure saves a great deal of time for those waiting behind you.

Safety and Security – please be aware that only the main doors in front of the school are open after school has started for the day. All other doors will be locked.

### **Building Security: Before & After School**

Student safety is our top priority across the district and especially at the elementary level where we have young tiger cubs. 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. 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.

### **ATTENDANCE PROCEDURE**

It has been proven that good school attendance contributes to success later in life. We at Princeton Intermediate 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. The school day starts at 7:30 am.

### **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. Call the office at 763-389-6801
2. Submit the online form as soon as possible.  
<https://www.isd477.org/intermediate-school/about/report-an-absence>
3. 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 Intermediate 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.

### **Bicycles**

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since ***the school is not responsible for their safety***. Only ride bikes before or after school.

### **Emergency Contacts**

Parents are reminded to update emergency/health information in Skyward Family Access or by contacting the school office. The school needs emergency information immediately even if your child attended IS during the year just completed. ***If an emergency arises and we do not have current information we will make the decision to take your child for treatment if a parent cannot be reached.***

### **Field Trips/ Parent Volunteers**

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

Parents should not expect to join their child on a field trip or school activity if they have not been asked to chaperone or volunteer for an event.

### **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 requires criminal history background checks for volunteers and may elect to require them for independent contractors, and student employees.

### **Permission Slips**

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

### **Fire, Emergency and Weather Drills**

It is required 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 weather (tornado) drills and other emergencies.

### **Classroom Lock Down Expectations**

Every lock down should be treated as if there was an actual threat. Students are expected to:

1. Go to the area in the classroom directed by the teacher
2. Sit quietly and stay calm



3. Keep hands, feet and belongings to yourself
4. Follow directions of staff without questioning

### **Lockers**

All students will be assigned an individual locker. Students are not allowed to put locks on their lockers. Valuables should never be left in your locker. If you must bring money or valuables to school, carry them with you. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to the administration. Law permits the inspection of student lockers since the 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.

### **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'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced.

### **Lost, Damaged or Destroyed**

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

### **Party Treats**

In compliance with our healthy lifestyle initiative, birthday parties or holiday treats of any kind are not allowed at the IS. Instead, teachers will work with students to plan a fun event on their special day!

### **Pledge of Allegiance**

The Pledge of Allegiance is recited daily at the Intermediate School. Students may choose not to participate.

### **Release of Child During School Hours**

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be

called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

### **Selling in School**

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

### **Snack Breaks**

Some grade levels at the Intermediate School allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. No red juice, peanut products or peanut butter are allowed at IS in classrooms.

### **Student Planner**

Some students will receive a professional planner at the start of the school year. Students are expected to have their planner with them.

The planners will be used to record classroom assignments and homework. The planner should be shared with parents each day. **Replacement cost for a lost or damaged planner is \$5.00.**

### **Visiting School**

Parents are always welcome to visit the Intermediate School. As a courtesy to the teacher, it would be helpful to know in advance by calling the office. We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and provide a current driver's license. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

### **School Visitation by Children**

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance.

### **Emergency Closings**

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBEK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at [www.isd477.org](http://www.isd477.org). The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

### **Weather Procedures - Cold**

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

### **Weather Procedures - Warm**

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

### **HEALTH SERVICES**

The Health Services team welcomes any communication or question 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 monthly 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 alerts, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

## **Heath Office Contact Information**

- Princeton High School
- Princeton Middle School
- Princeton Intermediate School
- Princeton Primary School
- Family Center
- District Office/Onward/Student Services

## **Family & Emergency Contact Information**

In addition to parent/guardian contact information we recommend 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 child 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)

- Cough or Lemon Drops
- Generic Calamine-used for visible itching and rashes
- Bandages
- Vaseline-for abrasions or chapped lips
- Orajel-used for tooth or oral pain
- Second Skin Gel Squares-used for minor burns after flushing with cool water
- Salt-Water Gargle-used for sore throat or lost primary teeth
- Soap and Water-used for cleaning wounds
- Sterile Saline Rinse-used for cleansing wounds when soap and water is not available

- Warm Pack-used for styes, minor ear pain, or menstrual discomfort
- Cold pack-used for headaches, swelling, discoloration or redness for a new injury
- Normal Saline Solution-used for eye hydration and contact lens needs

#### 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 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 degrees or more
- Vomiting
- 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 or diarrhea 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
- Doctor order or recommendation
- 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.**

Parent/guardian and medical prescriber's signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medication 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 and all after school activities.** Students who have a religious, philosophical or medical immunization waiver on file 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 peanut or 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** – due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in the buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives.
- **Scents**—many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

## Wellness

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

- We encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. District recommended snack and lunch options include: fruit, veggies, cheese, yogurt, 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, Valentine's 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 Health Insurance**

*Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.*

### **Release Time**

The Intermediate School is obligated to dismiss students interested in religious release time on Fridays about twice a month. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up for any missed work.

## **SPECIAL SERVICES**

### **Speech and Language Services**

Educational speech-language pathologists work with children who meet Minnesota criteria for speech and language intervention services in the areas of correct sound and voice production, stuttering, oral language skills, and listening comprehension. Services are also provided to support literacy skills

### **Guidance and Counseling**

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

### **School Psychologist**

The services of a school psychologist are available for testing and consultation only after recommendations have been made from our Problem Solving Team. Services are then arranged through the Rum River Special Education Cooperative.

### **Title I**

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

### **Emotional and Behavioral Disorders (E/BD)**

Licensed E/BD teachers and paraprofessionals provide services for students with emotional and behavioral disabilities. The E/BD resource team provides the following services: social skills groups, academic support, and behavior modification plans. The program incorporates the Boys Town model and Jim Fay's Love and Logic model.

### **Learning Disabilities (LD)**

Licensed LD teachers and paraprofessionals will provide services for students with learning disabilities.

### **Developmental and Cognitive Delays (DCD)**

A licensed DCD teacher and paraprofessionals provide services for students with developmental cognitive delays.

### **Low Incidence Impairments**

Services for students with other disabilities are provided by licensed special education staff through consultation with specialists from the Rum River Special Education Cooperative. Some examples are: students with visual or hearing impairments, students with physical disabilities, and students with Pervasive Developmental Delays (PDD).

## APPENDIX

### DISTRICT-WIDE POLICIES AND PROCEDURES

Current/updated Princeton Public School policies may be viewed on the web site <https://www.isd477.org/>

#### 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.

#### Harassment and Violence

##### **School district policy 413 states:**

- 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, 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, 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, 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, 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 <https://www.isd477.org/> or by contacting the district office.

### **Prohibition of Weapons**

#### **School district policy 501 states:**

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 update policy is accessible at <https://www.isd477.org/> or by contacting the district office.

**Student Transportation Safety**  
**School district policy 709 states:**

The complete updated policy is accessible at <https://www.isd477.org/> or by contacting the district office.

**CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or 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 school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local 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 monitor 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 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).

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

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

### **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.

Possible actions -

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

Restitution: monetary fines, cleaning the bus, fixing the problem, etc.

In School Consequences: lunch detention, loss of recess, loss of preferred activity, in school suspension etc

PBIS (Positive Behavior Intervention Supports) Plan: An individualized student plan where the expected bus behaviors are reinforced in collaboration with the driver and school representative.

Bus Suspension: Student is responsible for attending school. Parent/Guardian is responsible for transportation to and from school.

Special Transportation: If a student has an IEP, Palmer and administration will determine disciplinary actions depending on the incident and number of incidents.

|        | 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<br>Restitution, meeting with transportation staff, parent meeting, bus suspension, possible loss of bus service |

**Student Use and Distribution**  
**of Controlled Substances**  
**School district policy 417 states:**

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-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.

The complete updated policy is accessible at [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us) or by contacting the district office.

### **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**

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.

### **School district policy 524 states:**

#### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. 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.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

#### **III. ACCEPTABLE USES**

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

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

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

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

#### **V. UNACCEPTABLE USES**

- 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  - a. Information or materials that could cause damage or danger of disruption to the educational process;
- 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organizations.
- 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements.
  - b. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

## **VI. CONSISTENCY WITH OTHER SCHOOL POLICIES**

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

## **VII. INTERNET USE AGREEMENT**

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

## **VIII. IMPLEMENTATION; POLICY REVIEW**

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

## **Policy 609 - Religion**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

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

- A. The school district shall neither promote or disparage any religious belief or non-belief, instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  - 3. The activity must not foster excessive governmental relationships with religion.
  - 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.