

Princeton Public Schools - ISD 477
Tuesday, July 16, 2013 at 7:00 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

PROCEDURAL ITEMS

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments

REPORTS

1. Committee Reports
2. Superintendent Report

APPROVE AGENDA

3

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

1. Gifts 8
2. Personnel 8
3. Non Resident Student Agreements for Board Approval 12
4. Bills 13
5. Wire Transfers 13
6. Treasurers Cash Flow Report 14

DISCUSSION

- School Finance Enrollment Study Presentation 15
(Presenters: Ann Thomas and Dr. James Sheehan)
Time: (30 minutes)

Policies - First Readings (Presenter Julia Espe)

- 1. #417 Chemical Use and Abuse 53
- 2. #509 Enrollment of Non Resident Students 62
- 3. #806 Crisis Management 65
- 4. #903 Visitors to School District Buildings and Sites 76

ACTION ITEMS

- 1. Acceptance of Milk Bid (Michelle Czech)
Motion to approve the milk bid with _____ company.
- 2. 2nd Reading - Health & Safety Policy (Presenter Michelle Czech) 78
Motion to approve the Health & Safety Policy as presented.
- 3. PHS 2013-14 Student Handbook (Presenter Barb Muchenhirn) 82
Motion to approve the 2013-14 Princeton High School Student Handbook as presented.
- 4. Portables - Lease (Presenter Michelle Czech)
Motion to approve the lease for the Portables as presented.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS 130

MEETINGS TO BE SET

- 1. Finance
- 2. Activities
- 3. Transportation

ADDITIONS TO AGENDA

ADJOURN

PROCEDURAL ITEMS

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 25th day of June 2013, at 7:00 p.m. in the District Office Board Room.

Roll Call
Members Present: Craig Johnson, Chuck Nagle, Deb Ulm, Howard Vaillancourt, Jeremy Miller, and Chad Young.

Members absent: Eric Minks

Others present: Superintendent Julia Espe,
Director of Business Services Michelle Czech

Citizen Comments
None

REPORTS

Board Committee Reports:

Chad Young: Attended the Oakland Committee and Policy Committee meetings.

Deb Ulm: Attended the Policy Committee meeting, a meeting with Supt. Espe to organize the board agenda, and a meeting with Vaughn Dierks/Wold Construction and Pat Overom/ICS Consultants.

Chuck Nagle: Attended the Finance and Policy Board Committee meetings.

Jeremy Miller: Attended the Finance Committee meeting

Superintendent Report: Provided information on the district's Marketing Plan and the Demographics study.

APPROVE AGENDA

Motion by Howard Vaillancourt, seconded by Jeremy Miller, **to approve the agenda as it is presented.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Chad Young, seconded by Howard Vaillancourt, **to approve the June 11, 2013 Regular School Board meeting minutes and the Closed Meeting Minutes.** Motion passed unanimously.

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

Motion was made by Jeremy Miller, and seconded by Chad Young, **to approve the consent agenda items with the removal of Personnel:** Fundraiser, ~~Personnel~~, Bills, Wire Transfers, and Cash Flow Report. Motion passed unanimously.

ACTION ITEMS

Motion by Chad Young and seconded by Howard Vaillancourt, **to adopt the 2013-14 Annual Budget.** By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Deb Ulm, Howard Vaillancourt, Chad Young, and the following voted against the same, Chuck Nagle. Motion passed 5:1

The district's Director of Business Services presented the budget, starting with the General Fund. The district budgeted for 12 all-day Kindergarten teachers. We currently have 11 teachers. We will not hire a 12th until we know it is needed. We have rolled positive in the Audit. The loss of the kindergarten program from Community Education is a factor in the department's loss of revenue. A board member wanted to know how many grade K students are registered – Answer: 211(20 students per class).

A board member stated that we have had a surplus every year and is concerned that we will not have a surplus this year based on this budget and therefore will not vote in favor of the proposed budget. Superintendent Espe answered that we have not had a negative balance the past three years.

Motion by Craig Johnson, and seconded by Chuck Nagle, **to approve the Health & Safety Budget Plan as presented.** By roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

Motion by Craig Johnson, and seconded by Jeremy Miller, **to approve the North Elementary 2013-14 School Handbook** as presented. Motion passed unanimously.

Motion by Craig Johnson, and seconded by Howard Vaillancourt, **to approve the second reading of Policy #214 Out-Of-State Travel for School Board Members** as presented. Motion carried unanimously.

Motion made by Jeremy Miller, and seconded by Chad Young, **to award the Elevator Bid with MN Elevator** as presented. Upon roll call the following voting in favor of: Craig Johnson, Jeremy Miller, Howard Vaillancourt, Deb Ulm, Chad Young, and the following voted against the same, Chuck Nagle. Motion passed 5:1.

The district received two bids. The cost was similar with each but one bid did not meet the standards in the specs and did not provide all documents needed to accept the bid. The specs that were needed and provided to the district were by the EAG Elevator Company (Elevator Advisory Group. EAG and Clark reviewed the bids.

Motion made by Howard Vaillancourt, and seconded by Chad Young, **to approve the Resolution to form a Board Committee for Building a Community Driven Proposal** as presented. Upon roll call the following voting in favor of: Craig Johnson, Jeremy Miller, Howard Vaillancourt, Deb Ulm, Chad Young, and Chuck Nagle. Motion passed unanimously.

Reports – Survey Questions

Superintendent Espe explained that Brad Senden formulated the questions for the referendum, which were reviewed by district office staff. Ehlers also provided the tax amounts for the financial questions.

One board member felt the questions were geared towards building a new building. He would have liked to have seen the board involved in forming the questions in order to put in questions towards alternate ideas such as; adding on and/or remodeling of South Elementary. All other board members felt the questions were geared towards other alternate ideas. This same member felt the survey should wait until the facilities analysis has been completed.

A board member stated that the intent is to build a new school and that the questions are presented as the board asked them to be. As a board we should not dictate this area our job is to approve the spending of the survey we should not be micromanaging this area.

MEETING DATES FOR SCHOOL BOARD and SCHOOL BOARD COMMITTEE MEETINGS are on file in the Superintendent's Office at the District Office Building, posted on the legal board located in the hallway of the District Office Building, and on the district website.

Next Meetings:

1. Transportation (Craig, Chuck, and Deb) Topic: Routing and Handbook July 29 5:00p.m
2. Possible date for Grievance meeting (Howard, Craig, and Chuck) cannot be made at this point.
3. ~~Activities (Eric, Howard, and Craig) July 16, 6:00 p.m.~~ Cancelled since this meeting.

ADDITIONS TO AGENDA – Personnel item

A board member asked what the responsibilities of the credit recovery position are. This person works with students who need additional assistance in the after school and summer programs.

Motion was made by Howard Vaillancourt, and seconded by Chad Young **to approve the personnel** items as presented. Motion unanimously.

The Regular Board meeting was **adjourned** at 8:17p.m. The Board entered into the Board of Education Workshop Session.

Eric Minks, Acting Chair

Chad Young, Clerk

Recorder: Bridget Sorensen

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 25th day of June 2013, at 7:00 p.m. in the District Office Board Room.

Roll Call - Members Present: Craig Johnson, Chuck Nagle, Deb Ulm, Howard Vaillancourt, Jeremy Miller, and Chad Young. Members Absent: Eric Minks. Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech. There were no citizen comments at this meeting.

Motion by Howard Vaillancourt, seconded by Jeremy Miller, **to approve the agenda as it is presented.** Motion passed unanimously.

Motion by Chad Young, seconded by Howard Vaillancourt, **to approve the June 11, 2013 Regular School Board meeting minutes and the Closed Meeting Minutes.** Motion passed unanimously.

Motion was made by Jeremy Miller and seconded by Chad Young, **to approve the consent agenda items with the removal of Personnel:** Fundraiser, ~~Personnel~~, Bills, Wire Transfers, and Cash Flow Report. Motion passed unanimously.

Motion by Chad Young and seconded by Howard Vaillancourt, **to adopt the 2013-14 Annual Budget.** By roll call the following voted in favor of: Craig Johnson, Jeremy Miller, Deb Ulm, Howard Vaillancourt, Chad Young, and the following voted against the same, Chuck Nagle. Motion passed 5:1

Motion by Craig Johnson and seconded by Chuck Nagle, **to approve the Health & Safety Budget Plan as presented.** By roll call the following voted in favor of: Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and Chuck Nagle. Motion passed unanimously.

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Motion made by Howard Vaillancourt and seconded by Chad Young, **to approve the Resolution to form a Board Committee for Building a Community Driven Proposal** as presented. Upon roll call the following voting in favor of: Craig Johnson, Jeremy Miller, Howard Vaillancourt, Deb Ulm, Chad Young, and Chuck Nagle. Motion passed unanimously.

Reports – Survey Questions a full report of the discussion regarding this topic is on file in the Superintendent's Office at the District Office Building: 706 1st St., Princeton.

Board Meetings and School Board Committee Meetings set are on file in the Superintendent's Office at the District Office Building.

Next Meetings: Transportation July 29, 5:00p.m., Grievance meeting cannot be made at this point, and ~~Activities July 16, 6:00 p.m~~ (canceled since meeting).

ADDITIONS TO AGENDA – Personnel item (Discussion on the topic is located in the Superintendent's Office, and on the district website under the meeting agenda access link.

Motion was made by Howard Vaillancourt and seconded by Chad Young **to approve the personnel** items as presented. Motion unanimously.

The Regular Board meeting was **adjourned** at 8:17p.m. The Board entered into the Board of Education Workshop Session.

The full details of the meeting are on file in the Superintendent's Office located at the District Office Building (706 1st St.), and on the District Web Site at www.princeton.k12.mn.us

Eric Minks, Vice Chair

Clerk, Chad Young

Recorder: Bridget Sorensen

	A	B	C	D	E
1		Gifts to Princeton Schools			
2		(July 16, 2013)			
3	Item #	School/Program	Amount	Donor	Purpose
4	1	South Elementary Activity Fund	\$20.00	Just Give	To assist those students in financial need of assistance for activities that are fee based.
5	2	Sandlot Baseball	\$175.00	Rice Bull Riding, Riverside Chiropractic, Jamie Flicek, Kivistos Pet Clinic, Quality Photo	To assist in keeping fees affordable and provide opportunity to all students wanting to participate

PRINCETON PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 477
Princeton, Minnesota

CONTRACT

DIRECTOR OF TECHNOLOGY
FY' 2013-2014 and 2014-2015

The School Board of Independent School District No. 477, Princeton, Minnesota, enters into this agreement with **ERIC SIMMONS** to serve the district as **Director of Technology** effective August 12, 2013, for the 2013-2014 fiscal year and 2014 – 2015 fiscal year.

The following provisions shall apply and are part of this contract:

Basic Services: To perform the stated duties as specified on the job description for Technology Director and any other duties so specified by the School Board and/or the Superintendent of Schools.

Duration and Termination:

- **Term.** The term of this contract is for two school years commencing August 12, 2013 and ending June 30, 2015. It shall remain in full force and effect through June 30, 2015, unless modified or terminated by mutual consent of the School Board and the Director, or unless terminated as provided herein.
- **Expiration.** This contract will automatically terminate on June 30, 2015.
- **Subsequent Contract.** In the event the School District determines not to offer the Director a contract for the following school year, he will receive written notice of termination of his contract at the end of its term no later than thirty (30) calendar days prior to the expiration of the contract.
- **Termination and Cause.** The Director's employment may be terminated during the term of this contract at any time for cause. If the Director's contract is terminated for cause during the term of this contract, he will have the right to contest the termination through independent review in accordance with the Minnesota Public Labor Relations Law.

***IN CONSIDERATION THEREOF**, the School Board agrees:

- 1) **Basic Salary.** The Princeton School District shall pay the Director a salary of **\$77,000** for the **2013-2014 fiscal year**. This salary shall be pro-rated from August 12, 2013, through June 30, 2014. The School District shall pay the Director a salary of **\$78,200** for the **2014-2015 fiscal year**.
- 2) **Duty Year.** The duty year shall be **260 days**. The Director shall perform services on those legal holidays on which the school district is authorized to conduct school if the school board so determines. The Director shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with school board administrative policy.
- 3) **Health and Hospitalization Insurance.** The District shall contribute up to **\$1,172.00 per month** toward the cost of health and hospitalization insurance for the contract year(s).
- 4) **Dental Insurance.** The school district shall contribute up to **\$13.00 per month** toward the cost of dental insurance.
- 5) **Group Term Life Insurance.** Group term life insurance in the amount of **\$100,000.00** will be provided by the school board.
- 6) **Long-Term Disability Insurance.** The Director will be provided long-term disability insurance based on $66 \frac{2}{3}\%$ of the Director's salary. Benefits are to begin after ninety (90) calendar days of disability.
- 7) **Sick Leave.** The Director will earn **15 days** of sick leave each full contract year. Unused sick leave days may accumulate to **200 days**.
- 8) **Personal/Bereavement Leave.** The Director is granted **2 days** of personal leave each full year, noncumulative, for business requiring personal attention which cannot be taken care of outside of the regular hours of employment, subject to approval of the superintendent. In addition, the Director may be granted **3 days** per full year, noncumulative, as bereavement leave for immediate family.
- 9) **Professional Dues/Membership.** The employer will allow up to **\$500.00** per year for the Director for professional dues. This would include fees for state, national or local administrative organizations.
- 10) **403B Matching Contribution Plan.** The Director shall be eligible for matching contributions up to **\$1,500** for each full contract year.

	A	B	C	D	E	F	G
1	July 16, 2013						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Brown, Ted	Resignation	Math Teacher - MS	PEA	N/A	End of 2012-13 school year (6/7/13)	N/A
4	Daug, Jennifer	Resignation	Teacher - NE	PEA	N/A	7/11/13 - not returning from 2012-13 LOA	N/A
5	Embertson, Sandra	New Hire	DCD Paraprofessional - HS	ESA	Eric Myers	2013-14 school year	\$12.90/hr (Class III, step 1)
6	Emmerich, Kathy	New Hire	SPED Paraprofessional - MS	ESA	New Position due to new SPED student	2013-14 school year 2013-14 School Year	\$12.90/hr (Class III, step 1)
7	Fenske, Andrew	New	Head Girls Basketball Coach	PEA	Aaron Johnson	11/18/13 - 3/18/14	\$4094.00 (A,2)
8	Fitzthum, Cindy	LOA	Social Studies Teacher - HS	PEA	N/A	2013-14 school year	N/A
9	Franson, Erin	LOA	Teacher - NE	PEA	N/A	10/4/13 - 11/25/13 (34 days)	N/A
10	Heine Engness, Erin	LOA	Teacher - DO	PEA	N/A	9/3/13 - 11/29/13 (~60 days)	N/A
11	Meyer, Dennis	Resignation	Assistant Grounds / Route Driver	CUS	N/A	7/5/2013	N/A
12	Mujica, Kimberly	New Hire	SPED Teacher - MS	PEA	Carol Sedlock	2013-14 school year (8/26/13)	\$37,700 (BA+30, step 1)
13	Olinger, John	Resignation	Teacher - SE	PEA	N/A	End of 2012-13 school year (6/7/13)	N/A
14	Pemberton, Amanda	New	Pool Coordinator	CE	Sharon Green	6/22/2013	\$15.04/hour
15	Simmons, Eric	New Hire	Director of Technology	N/A	N/A	8/12/2013	\$68,116.80 (pro-rated from \$77,000, based on 8/12/13 start date)
16	Uttke, Sadie	New Hire	.5 FTE Dean of Students - NE	PEA	New Position for 2013- 14	2013-14 school year (8/26/13)	\$22,806.50 (MA, step 5)
17	Zimmer, Jules	Resignation	Girls B Squad Soccer Coach	PEA	N/A	6/17/2013	N/A
18	Zytkovicz, Josie	Assignment Change from MS to NE	Phy Ed Teacher - NE	PEA	Clay Norman	2013-14 school year (8/26/13)	N/A
19							
20							

Non-Resident Agreements for Board Approval on 7/16/13

OE In/Out	Effective	Resident Dist.	Serving Dist.	Grade	Reason
IN	9/3/2013	Milaca	Princeton	K	Likes what Princeton offers students/families
IN	9/3/2013	Foley	Princeton	K	Commute to work and better fit for the family
IN	9/3/2013	Elk River	Princeton	K	Moving into Princeton summer 2013
IN	9/3/2013	Milaca	Princeton	K	Parents work in Princeton
IN	9/3/2013	Milaca	Princeton	K	Parents are Graduates of Princeton looking for housing in Princeton
IN	9/3/2013	Cambridge-Isanti	Princeton	1	Convience
IN	9/3/2013	Cambridge-Isanti	Princeton	K	Convience

Princeton Public Schools #477
Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54888	152100	Check	1	12960		MCKENZIE CO.	Yes	Yes	No	USD	06/24/2013	50.49
			54889	152101	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	06/24/2013	2,531.14
			54894	152102	Check	1	13781		BAYUNUS OWAIS	Yes	No	No	USD	06/24/2013	80.00
			54890	152103	Check	1	11053		BIRDIE MARKETING INC	Yes	No	No	USD	06/24/2013	1,420.00
			54898	152104	Check	1	1519		BREMER BANK	Yes	Yes	No	USD	06/24/2013	90.00
			54891	152105	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	06/24/2013	287.00
			54904	152106	Check	1	6753		FLORISTS' REVIEW	Yes	No	No	USD	06/24/2013	42.00
			54900	152107	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	06/24/2013	1,026.21
			54901	152108	Check	1	3495		JOSTENS	Yes	Yes	No	USD	06/24/2013	9,766.50
			54895	152109	Check	1	13782		KETTELHODT BENJAMIN	Yes	Yes	No	USD	06/24/2013	29.40
			54902	152110	Check	1	3825	2	LIFETOUCH NSS	Yes	Yes	No	USD	06/24/2013	3,366.34
			54903	152111	Check	1	3825	2	LIFETOUCH NSS	Yes	Yes	No	USD	06/24/2013	8,445.76
			54893	152112	Check	1	12702		LINDSTROM JENNIFER	Yes	Yes	No	USD	06/24/2013	66.00
			54896	152113	Check	1	13783		LUND ANGELA	Yes	No	No	USD	06/24/2013	26.00
			54899	152114	Check	1	2122	1	MN DEPT. OF LABOR & INDUSTRY	Yes	Yes	No	USD	06/24/2013	270.00
			54897	152115	Check	1	13784		NELSON ADAM	Yes	Yes	No	USD	06/24/2013	19.00
			54906	152116	Check	1	9243	2	OREILLY AUTOMOTIVE INC	Yes	Yes	No	USD	06/24/2013	284.99
			54905	152117	Check	1	7218		SMART JILL	Yes	Yes	No	USD	06/24/2013	54.00
			54892	152118	Check	1	12101		SMITH-UTES DEB	Yes	No	No	USD	06/24/2013	6.30
			54908	152119	Check	1	9686		STAPLES MOTLEY HIGH SCHOOL	Yes	No	No	USD	06/24/2013	180.00
			54907	152120	Check	1	9428		VANCE MALISHA SU	Yes	Yes	No	USD	06/24/2013	25.00
			54909	152121	Check	1	13666		TEACHING STRATEGIES	Yes	Yes	No	USD	06/24/2013	4,090.00
			54910	152122	Check	1	4628		NELSON NURSERY	Yes	Yes	No	USD	06/25/2013	5,316.65
			54911	152123	Check	1	4628		NELSON NURSERY	Yes	No	No	USD	06/25/2013	202.50
			54922	152124	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	06/28/2013	24.02
			54927	152125	Check	1	9068		EDUCATORS BENEFIT CONSULTAN	Yes	No	No	USD	06/28/2013	7,155.27
			54920	152126	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	06/28/2013	67.14
			54921	152127	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	06/28/2013	119.43
			54923	152128	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	06/28/2013	8,191.28
			54924	152129	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	06/28/2013	178.78
			54925	152130	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	06/28/2013	1,105.32
			54926	152131	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	06/28/2013	625.19
			54932	152132	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	06/27/2013	779.03
			54931	152133	Check	1	1693		CASH	Yes	No	No	USD	06/27/2013	11.96
			54928	152134	Check	1	11138		CDI COMPUTER DEALERS INC	Yes	No	No	USD	06/27/2013	307.31
			54929	152135	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	06/27/2013	1,630.00
			54930	152136	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	06/27/2013	2,000.63
			54933	152137	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	07/03/2013	278.96
			54938	152139	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	07/03/2013	1,470.00
			54939	152140	Check	1	1907		CONTINENTAL MATHEMATICS LEAG	Yes	No	No	USD	07/03/2013	75.00
			54937	152141	Check	1	13776	1	FOOD SERVICES OF AMERICA	Yes	No	No	USD	07/03/2013	30,000.00

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	54936	152142	Check	1	11613		FRONTLINE PLACEMENT TECH INC	Yes	No	No	USD	07/03/2013	6,655.00
			54940	152143	Check	1	2874	1	GTS	Yes	No	No	USD	07/03/2013	80.00
			54941	152144	Check	1	3233	3	I.S.D. #011	Yes	No	No	USD	07/03/2013	700.00
			54934	152145	Check	1	11237		INFINITY ONLINE	Yes	No	No	USD	07/03/2013	1,750.00
			54943	152146	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/03/2013	838.00
			54944	152147	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	07/03/2013	1,766.00
			54942	152148	Check	1	4030		MASA	Yes	No	No	USD	07/03/2013	1,246.00
			54945	152149	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	07/03/2013	16,958.49
			54946	152150	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	07/03/2013	899.28
			54948	152151	Check	1	8024		SCHOOL FINANCES	Yes	No	No	USD	07/03/2013	1,250.00
			54947	152152	Check	1	5627		SCHOOLS FOR EQUITY IN EDUC.	Yes	No	No	USD	07/03/2013	3,965.90
			54949	152153	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	07/03/2013	323.69
			54950	152154	Check	1	13786		MORENO JENNIFER ROSE	Yes	No	No	USD	06/30/2013	70.66
			54951	152155	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	07/10/2013	8,446.47
			54954	152156	Check	1	1031	2	ACCU/CUT	Yes	No	No	USD	07/16/2013	160.00
			54975	152157	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	07/16/2013	5,473.31
			54953	152158	Check	1	1028	1	ACCURATE LABEL DESIGNS	Yes	No	No	USD	07/16/2013	306.95
			54981	152159	Check	1	13788		ADRENALINE FUNDRAISING	Yes	No	No	USD	07/16/2013	2,816.40
			55027	152160	Check	1	8706		ADVERSIGN OF MINNESOTA INC	Yes	No	No	USD	07/16/2013	539.00
			54963	152161	Check	1	12238		AJ INDUSTRIES, INC	Yes	No	No	USD	07/16/2013	1,611.34
			54961	152162	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	07/16/2013	859.95
			54962	152163	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	07/16/2013	1,169.90
			54964	152164	Check	1	1245	3	ASHA	Yes	No	No	USD	07/16/2013	182.00
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			54972	152166	Check	1	1321		BAUDVILLE	Yes	No	No	USD	07/16/2013	114.20
			54979	152167	Check	1	13696		BJORKLUND COMPENSATION CONS	Yes	No	No	USD	07/16/2013	8,000.00
			54987	152168	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	07/16/2013	12,642.00
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			54986	152171	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	07/16/2013	402.22
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			54952	152178	Check	1	10069		DALCO	Yes	No	No	USD	07/16/2013	2,089.42
			54990	152179	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	07/16/2013	52.13
			54970	152180	Check	1	13015		DOHRMANN ERIN	Yes	No	No	USD	07/16/2013	61.27
			54991	152181	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	07/16/2013	784.50
			54992	152182	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	07/16/2013	153.45

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			54994	152185	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	07/16/2013	8,415.50
			54995	152186	Check	1	2501		FEDERATED CO-OPS INC	Yes	No	No	USD	07/16/2013	47.18
			54982	152187	Check	1	13789		FIFTY FIVE SALES LLC	Yes	No	No	USD	07/16/2013	25.60
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			54980	152190	Check	1	13770		GOLD MEDAL	Yes	No	No	USD	07/16/2013	54.71
			54998	152191	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	07/16/2013	15.95
			55020	152192	Check	1	6645		GRAINGER	Yes	No	No	USD	07/16/2013	109.07
			54999	152193	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	07/16/2013	17.75
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			54974	152195	Check	1	13331		HASTINGS CO-OP CREAMERY	Yes	No	No	USD	07/16/2013	948.08
			55025	152196	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	07/16/2013	1,133.75
			54960	152197	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	07/16/2013	1,120.00
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			55001	152201	Check	1	3665		KRUSE SALES & SERVICE	Yes	No	No	USD	07/16/2013	149.95
			54967	152202	Check	1	12647		LOFFLER	Yes	No	No	USD	07/16/2013	43,480.00
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			55004	152206	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	07/16/2013	203.70
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			55031	152218	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	07/16/2013	71.85
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			55012	152222	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	07/16/2013	255.60
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Princeton Public Schools #477

Check Register by Bank and Check Number

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			55014	152226	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	07/16/2013	1,495.65
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			55015	152228	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	07/16/2013	315.00
			55016	152229	Check	1	5881	2	ST CLOUD FIRE EQUIPMENT	Yes	No	No	USD	07/16/2013	727.00
			55017	152230	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	07/16/2013	12,836.00
			55018	152231	Check	1	6099	2	TEXTBOOK WAREHOUSE	Yes	No	No	USD	07/16/2013	5,512.50
			55019	152232	Check	1	6310		US FOODSERVICE	Yes	No	No	USD	07/16/2013	1,887.18
			54978	152233	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	07/16/2013	245.25
			54971	152234	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	07/16/2013	1,920.00
			54958	152235	Check	1	10660		WILD MOUNTAIN	Yes	No	No	USD	07/16/2013	2,067.90
Bank Total: 001														\$332,425.20	
Report Total:														\$332,425.20	

Princeton Public Schools #477
Detail Payment Register By Check No.
Fund Summary

Fund	Description	Total
01	General Fund	\$242,249.18
02	Food Service	\$36,890.37
04	Community Service	\$9,414.89
10	Student Activities	\$43,870.76
Report Total		\$332,425.20

Princeton Public Schools - ISD #477

Wire Transfer Report

July 16, 2013

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
6/28/2013	\$ 442,738.88	ACH File Transfer
6/28/2013	\$ 149,767.14	Federal Tax Wire Transfer
6/28/2013	\$ 24,203.20	State Tax Wire Transfer
6/28/2013	\$ 5,638.06	Select Account H S A
6/28/2013	\$ 100.00	MN Revenue
6/28/2013	\$ 69,864.92	TRA File Transfer
6/28/2013	\$ 17,051.38	PERA File Transfer
6/28/2013	\$ 378.50	MN Child Support File Transfer
6/28/2013	\$ 21,700.85	TSA File Transfer
7/3/2013	\$ 6,540.47	BMO Harris Bank - (Pcards)
7/10/2013	\$ 969.00	MN Revenue - (Sales tax)
7/15/2013	\$ 395,498.88	ACH File Transfer
7/15/2013	\$ 135,627.34	Federal Tax Wire Transfer
7/15/2013	\$ 21,887.33	State Tax Wire Transfer
7/15/2013	\$ 5,386.82	Select Account H S A
7/15/2013	\$ 100.00	MN Revenue
7/15/2013	\$ 70,163.68	TRA File Transfer
7/15/2013	\$ 12,752.60	PERA File Transfer
7/15/2013	\$ 378.50	MN Child Support File Transfer
7/15/2013	\$ 23,273.58	TSA File Transfer
	\$ 0.00	
TOTAL	\$ 1,404,021.13	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR JUNE 2013**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,963,356.50	1,242,133.20	2,912,613.32	(271.16)	12,292,876.38
02 Food Service	492,141.45	101,156.00	133,698.70	1,657.99	459,598.75
04 Community Service	296,271.73	160,614.18	88,122.98	(4,330.85)	368,762.93
06 Building Fund	48,184.02	0.00	0.00	0.00	48,184.02
07 Debt Service	877,812.35	879,491.43	49.08	(49.08)	1,757,254.70
10 Activities	152,857.38	39,121.32	62,910.09	518.36	129,068.61
TOTAL	15,830,623.43	2,422,516.13	3,197,394.17		15,055,745.39

Bank Accounts

AP/PR Account (Bremer)	485,847.53
MSDLAF+	2,888,069.10
Investments (Fd01)	<u>12,024,555.10</u>
	15,398,471.73
O/S Accts Pay Checks	(289,363.43)
O/S Payroll Checks	(2,939.30)
O/S Wires	(52,020.61)
NSF Checks	<u>1,597.00</u>
TOTAL	15,055,745.39



Executive Summary

The Princeton Public School District #477 provides education to students in the community of Princeton, in the counties of Sherburne, Isanti, Mille Lacs and Benton counties and in the townships of Baldwin, Blue Hill, Santiago, Greenbush, Bogus Brook, Milo, Princeton, Glendorado, Wyanett and Dalbo.

The enrollment history of the district and the births in the zip codes served by the district were reviewed as part of the study. Interviews were conducted with representatives from the city of Princeton, representatives from the counties of Sherburne, Isanti, Benton and Mille Lacs and representatives of the townships within the district, realtors, and nonpublic school administrators to gain their perspective on growth and development within the district. This review and information provided the basis for making the assumptions to develop enrollment projections for the next 10 years.

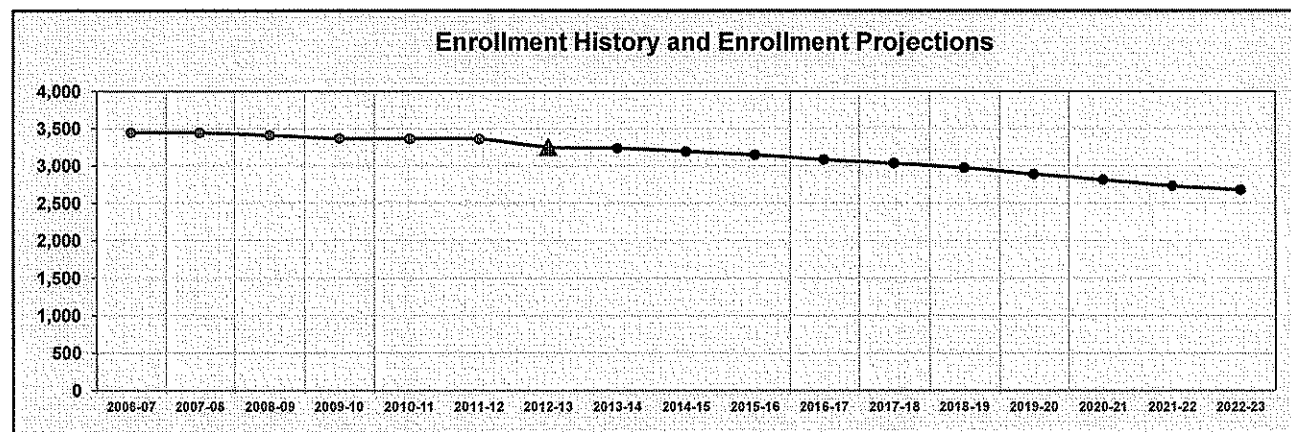
Based on the analysis of the enrollment history, the information reviewed and the interviews conducted the study team made the following observations:

1. The population of all counties served by the district is projected to increase between 2013 and 2020. Annually, the population of Benton County is projected to increase by 1%, Isanti is projected to increase by 1.5%, Mille Lacs County is projected to increase by 1.8% and Sherburne County is projected to increase by 2.9%.
2. The population of the district is projected to increase .93% annually between the 2012 estimates and the projections for 2017
3. The total number of children ages 0-4, 5-9 and 15-18 is projected to increase between the 2012 estimates and 2017 projections.
4. 16.7% of the female population of the district is of childbearing age in 2012 and will remain stable through the population projections of 2017.
5. More than half (54.6%) of the homes in the district did not have school aged children in 2012. This percentage is projected to be 53.9% in 2017.
6. The number of building permits issued by the City of Princeton and in the townships of the district has slowed in recent years.
7. An average of 239 single family homes have sold in District #477 in the years from 2008 through May 7, 2013.
8. In neighboring districts, Milaca and Becker were the only districts that experienced enrollment increases in 2012-13.
9. The total enrollment change in the district has averaged (-32.4) students per year for the years 2007-08 through 2012-13.
10. The variation between the entering Kindergarten class and the graduating 12th grade class averaged 8.0 students from 2007-08 through 2012-13.

11. District #477 loses more resident students to charter or other districts than it gains through open enrollment into the district.
12. The enrollment of the nonpublic school in the district will continue at similar levels for the next 10 years.

Recommendations

1. This enrollment requires annual review annually to determine if the projections are realized and adjust the projections each year based on the actual enrollment realized. The district may consider convening a committee to review the enrollments realized and dialogue the factors in the district that may have changed in the previous year. In addition, these projections are for 10 years - which assume the anticipated Kindergarten enrollment of children who are not yet born. This requires additional attention to ensure the accuracy of these enrollments.
2. Parental choice and program offerings influence enrollment projections. This complicates the exactness of enrollment planning. In Minnesota, in addition to competition from charter schools, we see and hear television and radio ads for the Minnesota Online Public Schools and for other school districts. Some school districts have developed programs such as all-day kindergarten, Spanish or other language immersion programs that are attractive to parents seeking alternative programs for their children.
3. Competition for K-12 students is likely to increase. Public schools must compete for students. School districts have some influence over the course of events but must manage their resources to remain solvent. School districts must plan, analyze current information, and plan repeatedly.



PRINCETON PUBLIC SCHOOLS

DEMOGRAPHIC STUDY AND ENROLLMENT PROJECTIONS

June 2013



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I. Introduction

Estimating the number of students that will enroll in a school district in future years is important because:

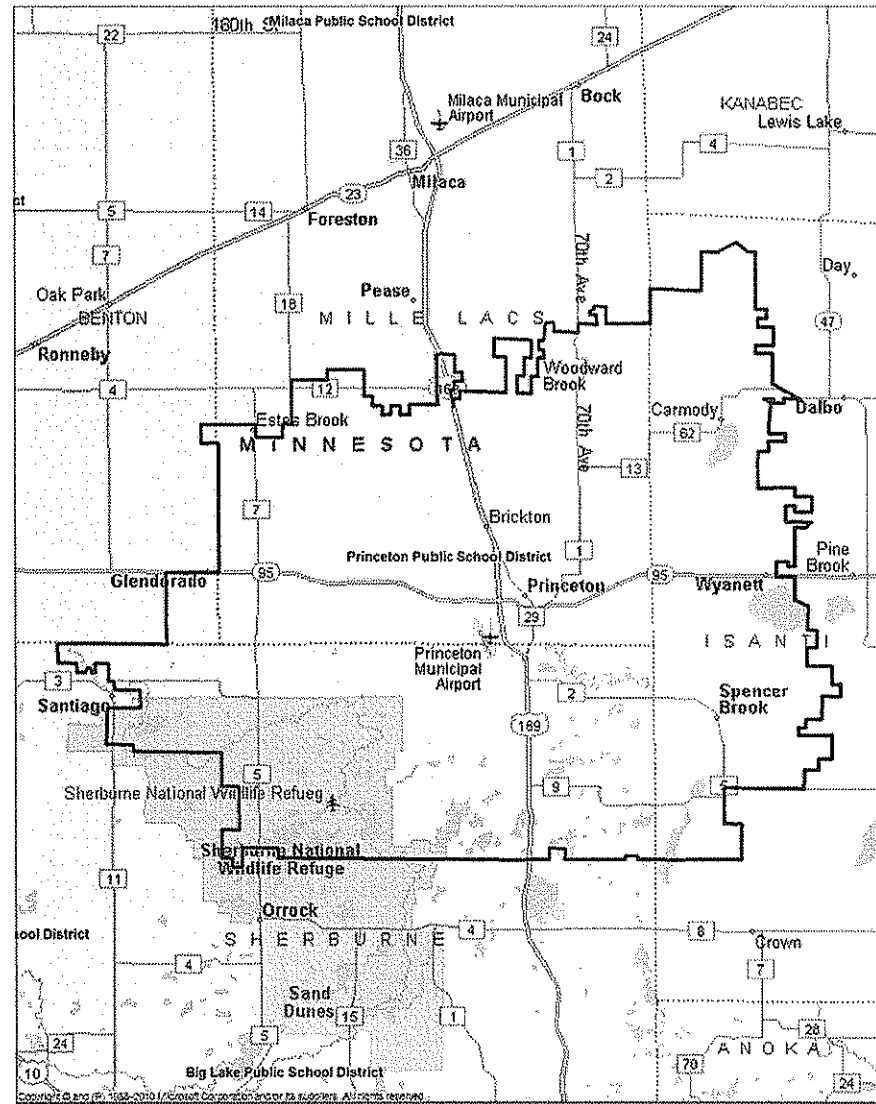
- District revenues are based on the number of students that enroll
- The number of teachers needed is based on enrollment
- The need for new or expanded school facilities is based on enrollment
- The opportunity to plan for the use of reduced space is also based on enrollment

Given the importance of enrollment projections, the Princeton Public Schools #477 retained SchoolFinances.com to complete a demographic analysis of the district and prepare enrollment projections for 10 years.

The enrollment projections contained in this report were prepared using the enrollment history of the district, population and population projections for the district, school age population, housing development, enrollment migration and the number of births in the primary zip codes served by the district.

II. Map of the District

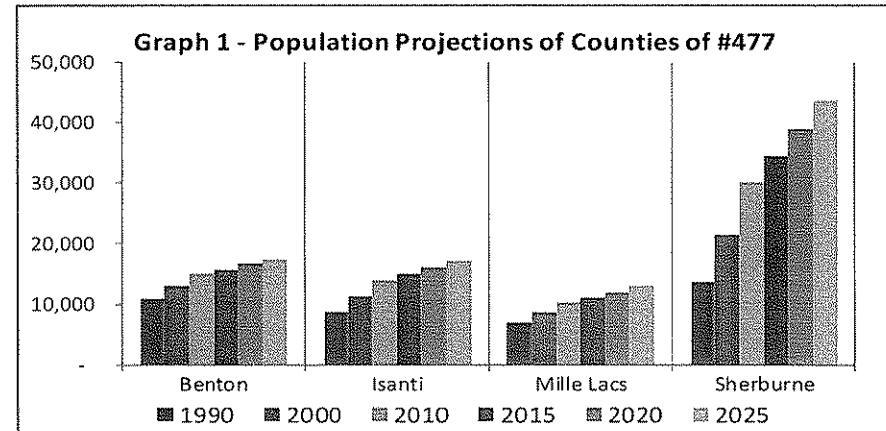
The following map shows the geographic region of the Princeton Public Schools. The district encompasses 227.68 miles, serves students in the city of Princeton, in the counties of Benton, Isanti, Mille Lacs and Sherburne and in the townships of Baldwin, Santiago, Blue Hill, Milo, Greenbush, Bogus Brook, Princeton, Dolbo, Spencer Brook, Wyanett and Glendorado Townships.



III. General Characteristics and Community Development

A. Population of the Counties served by the Princeton District

Graph 1 presents the history and projections of the population in the four counties served by the Princeton district from 1990 through 2025. These projections were developed by the State Demographer's Office and were revised on April 13, 2013.



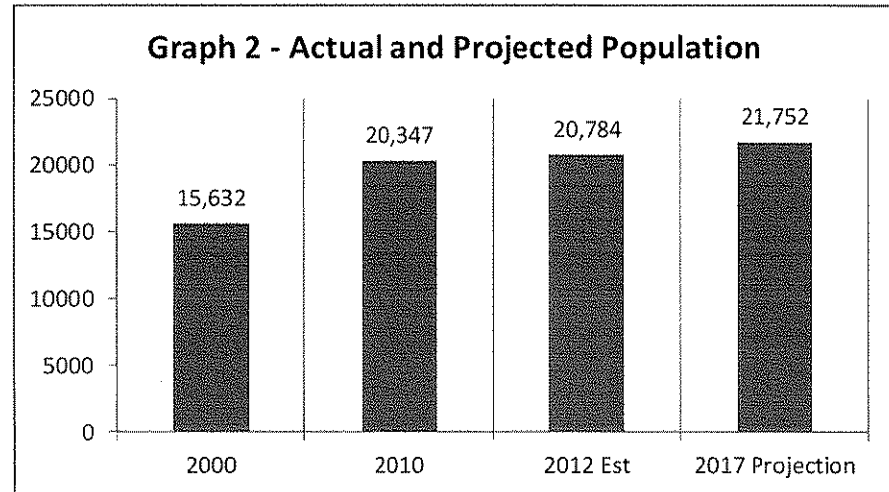
B. Description of the District - A demographic profile was developed for the Princeton Schools and interviews were conducted with key individuals within the district to gain their perspectives on growth and development within the district. (Please see **Appendix I** for the individuals interviewed.) Some highlights of the review of information include:

- In 2012, the median age of the population within the district was 38.0, and the average age of the population was 37.2. Five years from now, the median age is projected to be 38.6.
- For 2012 the population of the School District:
 - 95.9% are White
 - .5% are Black or African American
 - .6% are American Indian or Alaska Native
 - .6% are Asian
 - 0.1% are Some Other Race, and 2.3% are Two or More Races
- For 2012, the average household income was estimated at \$63,848 and projected to increase 15.2% over the next five years.
- In 2012, an estimated 2.7% of the population over age 25 had earned a Masters, Professional, or Doctorate Degree and 14.8% have earned a Bachelor's Degree.

C. Population Trends and Estimates - A profile of the geographic region of the district was prepared using software that includes data from the census of 1990, 2000, estimates for 2012 and projections for 2017. The data includes Medicare and Social Security files, Internal Revenue Service statistics on tax filers and a household level credit and demographic database, which cover the vast majority of households. The detail of this profile, "Census Geographic Report," is a supplement to this report. Some information from that report is presented in the following graphs.

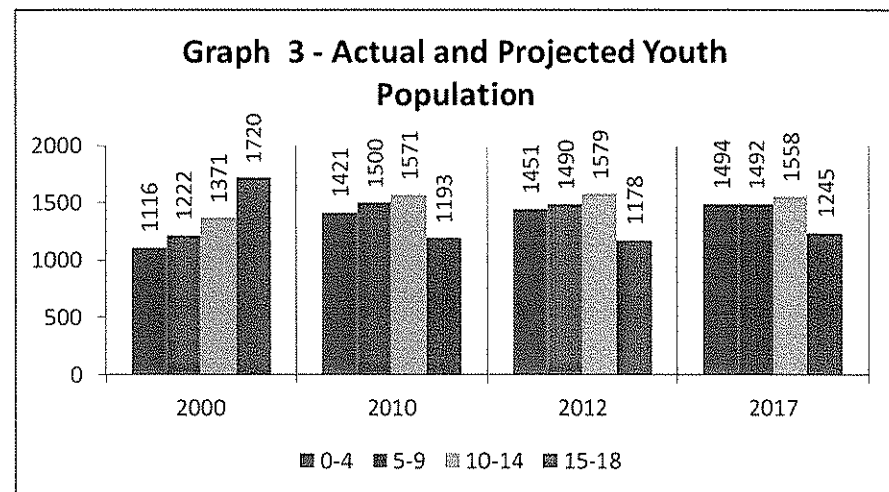
1. Actual and Projected Population Growth

Graph 2 presents the population of Princeton Public Schools from 2000 through the projected population in 2017. The population of the district is projected to increase .93% annually between the 2012 estimates and the projections for 2017.



2. Actual and Projected Youth Population

Graphs 3 presents the population of children in the Princeton Public Schools from the 2000 and 2010 Census data, 2012 Estimates and 2017 projections. The age groups 0-4, 5-9 and 15-18 are projected to increase between the 2012 estimates and the projections for 2017.



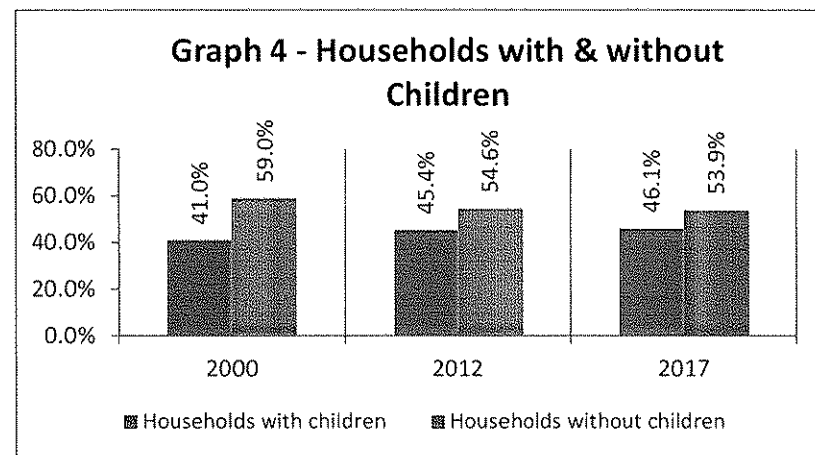
3. Female Population in Child Bearing Years

Table 1 presents the female population within the district in childbearing years; ages 18-44. In 2017, 16.26% of the women in the Princeton Public Schools are projected to be in childbearing years.

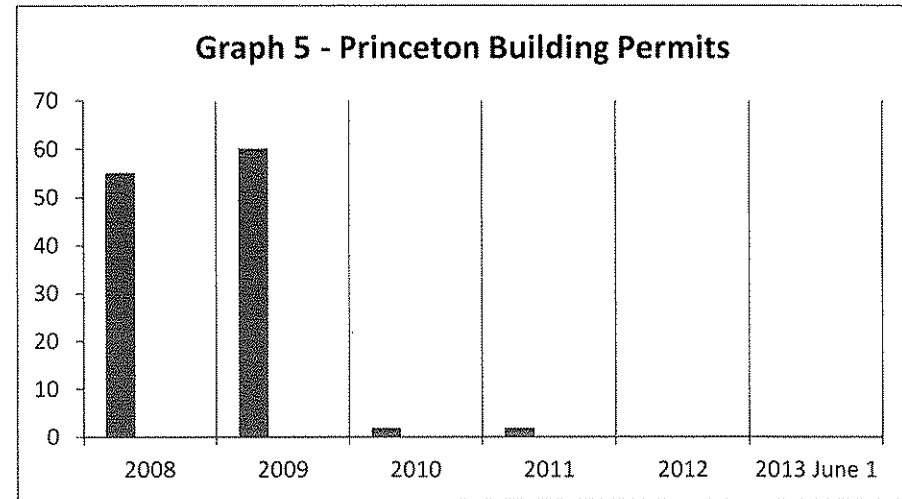
Table 1 – Female Population in Child Bearing Years					
2012 Estimates		% of Population	2017 Projections		% of Population
18 years	144	0.69%	18 years	150	0.69%
19 years	148	0.71%	19 years	153	0.70%
20 to 24 years	554	2.67%	20 to 24 years	709	3.26%
25 to 29 years	568	2.73%	25 to 29 years	604	2.78%
30 to 34 years	625	3.01%	30 to 34 years	580	2.67%
35 to 39 years	681	3.28%	35 to 39 years	644	2.96%
40 to 44 years	757	3.64%	40 to 44 years	696	3.20%
Child Bearing Years	3,477	16.73%	Child Bearing Years	3,536	16.26%

4. Households with and without children

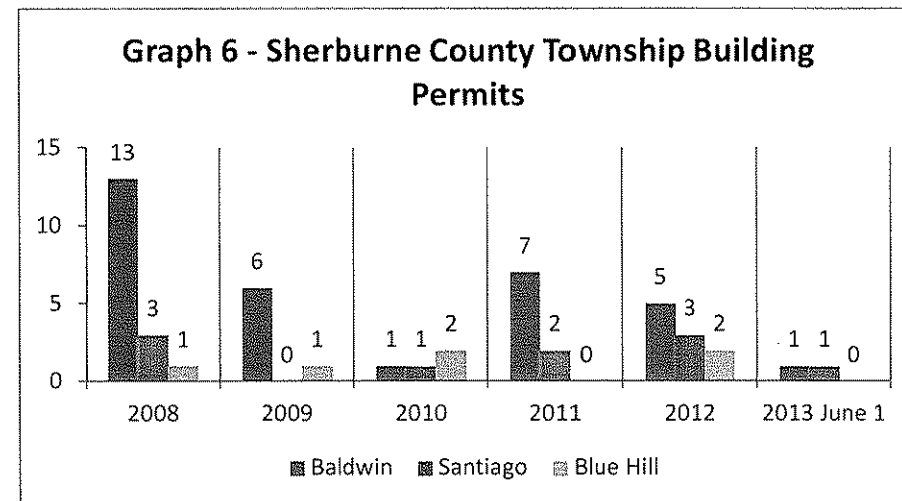
Graph 4 presents the percentage of households with and without children. The majority of households within the district does not have children – and have not since 2000. The percentage of households with children is projected to increase slightly between the 2012 estimates and projections for 2017.



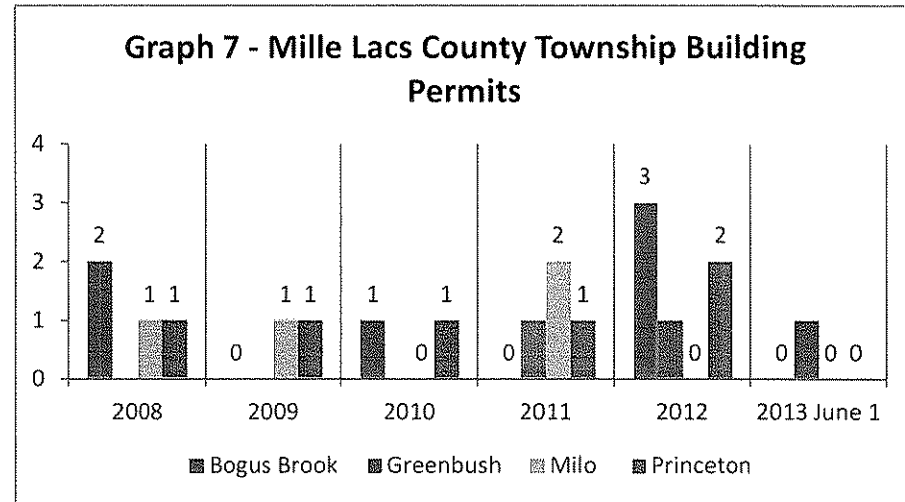
- C. Residential Building Development within the Princeton School District
- Graph 5** presents the number of residential building permits issued by the City of Princeton since 2007.



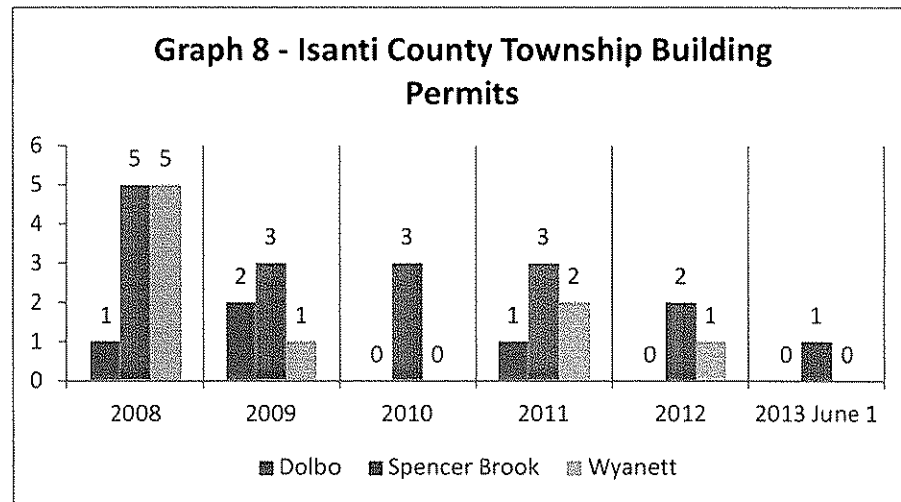
- Graph 6** presents the number of residential building permits issued by the townships in Sherburne County.



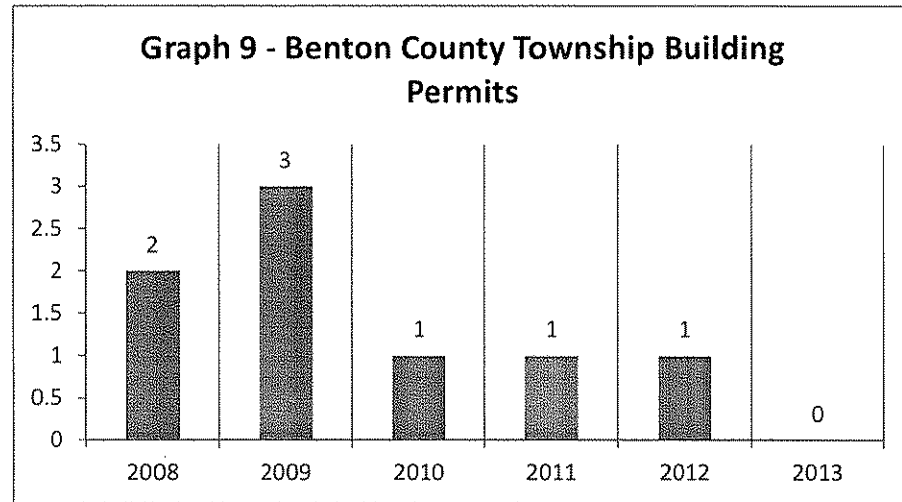
3. **Graph 7** presents the number of residential building permits issued by the townships in Mille Lacs County.



4. **Graph 8** presents the number of residential building permits issued by the townships of Isanti County.

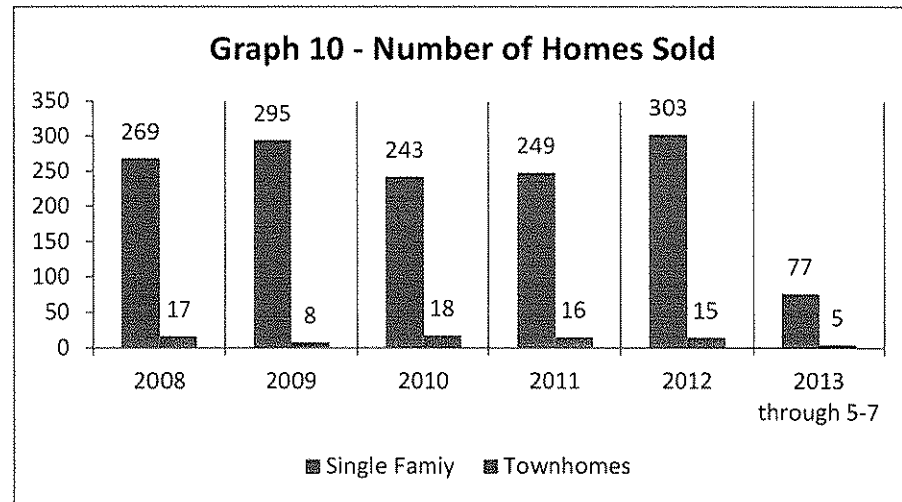


5. **Graph 9** presents the number of residential building permits issued by the townships of Benton County.

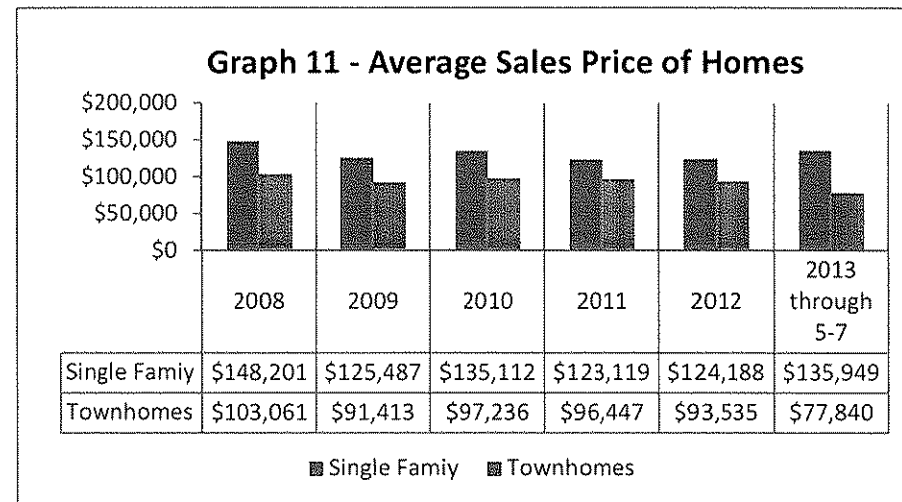


D. Real Estate Sales in Princeton School District

Graph 10 presents the real estate sales in the Princeton School District from 2008 through May 7, 2013. During this time, an annual average of 239 homes and 13 townhomes were sold and the average length of time homes were on the market was 80 days.



Graph 11 presents the average sales price of town homes and single family homes in the Princeton Public Schools from 2008 through May 7, 2013.



IV. Enrollment History and Trends

A. Enrollment History - all methods of projecting enrollment rely on understanding the history of realized enrollment. While some of the data presented does not have a direct bearing on projecting enrollment, it is included as background information for understanding the student and demographic changes that are taking place within the district. This information is available from the Minnesota Department of Education.

1. Home Primary Language – This data presents the primary language spoken in the student’s home. **Appendix A** of this report presents a (16) year graph of this data. English is, and always has been, the primary language within the district. The percentage of homes with English as the primary language has changed from 99.73% in 1997 to 99.5% in 2012. The second and third most common home languages within the district are Vietnamese and Spanish.

Statewide, the English percentages for Home Primary Language were 95.1% in 1997 and 87.3% in 2012. The second through seventh most common languages statewide were Spanish, Hmong, Somali, Vietnamese, Russian, and Mandarin Chinese. Spanish as the primary home language increased every year for (16) years to the level of 39,187 in 2012. This is 4.8% on a statewide basis.

2. Student Ethnicity – The student ethnicity is reported in (5) categories. These are American Indian, Asian Pacific, Hispanic, Black and White. The changing student ethnicity in these (5) categories is presented and graphed in **Appendix B**. The minority enrollments have begun a gradual increase to their present numbers. In 2013 the Princeton Schools enrolled (33) Indian students, (32) Asian Pacific students, (49) Hispanic students, and (37) Black students. All minorities combined totaled 151 students or 4.62% of the total 2013 enrollment. In 2013 the white enrollment was 3118 of the total 3269 students enrolled.

3. Special Student Population – The data collected in this area is whether the student is enrolled in a program of Limited English Proficiency (LEP) or a special education program (SPED). Also collected is the number of students eligible for free or reduced price school lunch. The number of free/reduced lunch students in a district is the best indicator available of the economic well-being of the district population. **Appendix C** presents a (9) year trend in the number of students in District # 477 that are enrolled in LEP and SPED programs and the total number of students eligible for free/reduced price lunch. The percentages in these three categories in the Princeton Public Schools versus the State totals are:

2012 Percentage of Special Student Populations			
	Free/Reduced	LEP	Special Education
District #477	30.1%	.2%	11.6%
State of Minnesota	37.0%	7.5%	13.4%

District #477 has a lower percentage of economically disadvantaged students as well as lower percentage of students enrolled in LEP and SPED programs. **Appendix C** shows the number of Free/Reduced eligible students in the district for the past ten years.

4. Enrollment History - The enrollment realized in District #477 for the years 2006-07 through 2012-13, is the basis for projecting the enrollments that will be realized in 2013-14 through 2022-2023. **Table 2** presents the End of Year Adjusted Daily Membership history by grade for Princeton #477.

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
K	267.4	229.8	254.6	237.1	238.4	260.1	237.4
1	260.5	283.8	241.7	261.7	239.0	247.4	258.0
2	260.1	265.5	288.6	258.1	264.9	228.0	239.2
3	265.6	267.3	255.6	277.4	260.3	261.0	221.9
4	267.8	269.7	266.1	256.5	281.8	262.9	256.9
5	276.7	267.8	270.5	274.7	260.0	282.9	261.1
6	255.5	273.6	266.1	276.1	275.2	260.6	280.9
7	268.5	252.1	273.0	259.7	276.9	271.8	261.1
8	262.7	272.8	254.9	265.4	260.7	285.3	254.3
9	285.3	265.8	270.5	252.2	273.6	262.4	273.8
10	292.7	287.0	268.8	263.3	244.1	269.4	251.9
11	261.7	271.6	253.8	246.8	247.7	226.8	247.6
12	219.7	234.2	243.3	236.3	238.0	238.1	206.1
Total K-12	3,444.3	3,440.9	3,407.7	3,365.1	3,360.5	3,356.5	3,250.2
Enrollment Change		-3.4	-33.2	-42.6	-4.6	-4.1	-106.3

Table 3 presents the enrollment change percentages of the fall enrollment from 2008-09 through 2012-13 of District #477 and the neighboring districts. With the exception of Milaca and Becker, all districts experienced an enrollment decrease from the Fall 2011-12 Enrollment to the Fall Enrollment of 2012-13.

	Princeton	Cambridge	Ogilvie	Milaca	Foley	Becker	Big Lake	Elk River	St. Francis
2005-06	0.32%	0.85%	-3.28%	-1.09%	-0.12%	3.31%	4.08%	4.85%	2.47%
2006-07	2.00%	0.80%	1.29%	0.74%	9.09%	2.82%	4.33%	4.51%	-2.30%
2007-08	-0.06%	0.40%	-1.28%	1.15%	-8.94%	0.56%	0.23%	3.47%	-2.16%
2008-09	-0.78%	-0.04%	-0.32%	-4.29%	0.61%	5.16%	-1.04%	0.69%	-3.42%
2009-10	-0.93%	-0.63%	-2.27%	-3.03%	3.25%	-2.70%	-0.74%	1.33%	-3.65%
2010-11	-0.32%	1.32%	-7.46%	1.00%	1.98%	-0.22%	-0.32%	1.72%	-3.70%
2011-12	-1.24%	-0.81%	-0.36%	0.77%	7.09%	0.55%	-4.03%	-1.06%	-0.96%
2012-13	-4.03%	-0.77%	-2.16%	0.82%	-6.30%	0.44%	-1.23%	-0.15%	-3.50%

B. Migration

Migration refers to how students move through the grades of a school district along with students entering or leaving a school district and the resulting enrollment changes that occur by grade. It is important for anyone studying enrollment projections to understand the concept of 'migration' and the varying methods of applying this 'history of student movement' to future enrollment projections.

If the grade 3 enrollment of a school district is 100 students, it is anticipated that the grade 4 enrollment of the school district in the next year will be 100 students (plus the migration). If this migration is (-5) the enrollment will be 95. If the migration is (+7) the enrollment will be 107. Migration is a net sum of all the students leaving and all the students entering.

Some of the reasons that students leave and enter a district could be:

1. Parents leaving the community
2. Students enrolling in a non-public school, charter or another public school district through open enrollment
3. Students beginning home schooling or an on-line school program
4. Students enrolling in a special program under a tuition agreement
5. Students discontinuing school after the age requirement is met
6. Student deaths
7. Employment losses in a community forcing families to relocate

The reasons why students enter the district are typically opposite of the above items with the main reasons being:

1. The highest-grade level in a non-public or charter school is achieved and students enroll in the public school district at the next grade level
2. Community growth in housing and/or employment attracts additional families and the children enroll in the public schools
3. Transportation/roadways make it reasonable for families to live in a district while they work in another location
4. Employment opportunities attracting new families to move to the community

For the reasons listed above, there is always some turnover in the students enrolled in a district from year to year. Some migration takes place during the school year and other migration of students takes place during the summer months.

The enrollment migration is computed by grade level and is reviewed for several prior years in an attempt to see enrollment trends that can be used for projecting future enrollment. The enrollment migration can be used as a percentage; i.e. 100 to 105 would be 1.05 and 100 to 93 would be .93. In addition, the enrollment migration can be viewed as a number without converting to a ratio. And for our example it would be +5 or -7.

Table 4 presents the migration of students in District #477 by grade level from 2007-08 through 2012-13.

Table 4 - Total Migration by Grade						
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
12 - K	10.0	20.4	(6.2)	2.1	22.1	(0.70)
1	16.4	12.0	7.1	1.9	9.0	(2.10)
2	5.0	4.8	16.4	3.2	(11.0)	(8.17)
3	7.2	(9.9)	(11.2)	2.1	(3.9)	(6.10)
4	4.1	(1.1)	0.8	4.4	2.6	(4.11)
5	0.0	0.8	8.5	3.6	1.1	(1.76)
6	(3.1)	(1.7)	5.5	0.6	0.6	(1.96)
7	(3.4)	(0.6)	(6.4)	0.9	(3.5)	0.52
8	4.3	2.8	(7.6)	1.0	8.4	(17.43)
9	3.0	(2.3)	(2.7)	8.2	1.7	(11.50)
10	1.7	3.1	(7.2)	(8.1)	(4.2)	(10.54)
11	(21.2)	(33.1)	(22.1)	(15.6)	(17.3)	(21.80)
12	(27.5)	(28.3)	(17.6)	(8.8)	(9.6)	(20.66)
Total Migration	(13.4)	(53.7)	(36.4)	(6.7)	(26.2)	(105.6)
Total Enrollment Change	(3.4)	(33.2)	(42.6)	(4.6)	(4.1)	(106.3)

Table 4 includes a row designated as 12 – K. This number is the enrollment variation in the number of grade 12 students leaving a district in a spring of one year versus the number of Kindergarten students entering the district in the fall of the next school year. This is called the ‘natural change.’ Therefore, by definition, the enrollment change in a school district from the preceding year is the total of the grade level migration and the ‘natural change’.

What conclusions can be drawn from the data that is presented in *Table 4*?

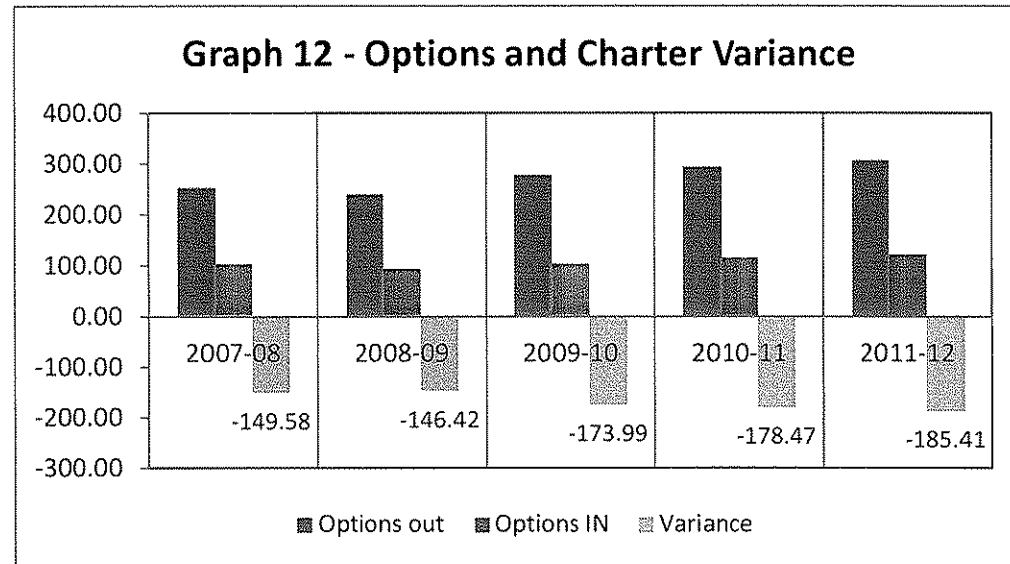
1. The total enrollment change in the District #477 has averaged (-31.6) students per year for the past 5 years (from 2007-08 through 2012-13).
2. From 2008-09 through 2011-12, there was a positive change in the number of Grade 1 and Grade 5 students.
3. Grades 11 and 12 have experienced enrollment decreases in each of the last 5 years.
4. For the 2012-13 estimates, all grades except Grade 7 experienced enrollment declines.

C. Enrollment and Charter Options Influencing Enrollment

Enrollment options and charter enrollment must also be considered when making enrollment projections. Options to neighboring districts come about for many reasons, which include:

1. The belief that the student will receive a better education in the neighboring district.
2. The proximity of the school facilities in neighboring districts to the residence of the optioning student.
3. The extra-curricular programs in a district versus those in neighboring districts also influence the decision of parents to pursue an enrollment option.
4. Parent jobs in neighboring districts.

Graph 12 presents an overview of the variance between District #477 students enrolling to other districts or charter schools and the number of students from other districts open enrolling to District #477 from 2007-08 through 2011-12.



Some additional reports are presented in **Appendix D, E, F** and **G**. This data includes:

1. **Appendix D** is a report presenting where resident students of District #477 attended school in 2011-12. This table presents enrollment by grade, listing all districts and the number of enrolled District #477 students.
2. **Appendix E** presents a resident student comparison review for Princeton and 8 comparison districts for school year 2011-12.
3. **Appendix F** presents from which districts District #477 enrolled students in 2011-12; i.e., resident districts of students served. This table presents enrollment by grade, listing all districts and number of enrolled students in District #477.
4. **Appendix G** presents the resident students served for District #477 for 2011-12.

From reviewing the information of District #477 resident students and resident students of other districts being served by District #477, the following observations were made:

1. In 2011-12, District #477 had 3552 resident students. (See **Appendix D** for the detail.)
2. In 2011-12, District #477 served 3217 resident students, or 90.6% of the resident students in District #477. The remaining 9.4% of District #477 residents were served in 49 other public school districts and charter schools. (See **Appendix D** for the detail.)
3. In 2011-12, three of the comparison districts, Kasson-Mantorville, Alexandria and ROCORI, served a higher percentage of resident students than did Princeton. Kasson-Mantorville served 92.5%, Alexandria served 92.4% and ROCORI served 92.8% of the resident students compared to Princeton serving 90.5% of resident students. (See **Appendix E** for the detail).
4. In 2011-12, District #477 served 3217 Resident students, or 96% of students served. The remaining 4% of students served were resident students of 13 other school districts. (See **Appendix F** for the detail).

5. In 2011-12, the three districts that enrolled the largest number of students in District #477 were Milaca – 58.7, Elk River – 30.48 and Cambridge-Isanti – 14.33. (See **Appendix F** for the detail.)
6. In 2011-12, Princeton Schools lost resident enrollment in every grade level; for a loss of (-214) students. (See **Appendix G** for the detail)

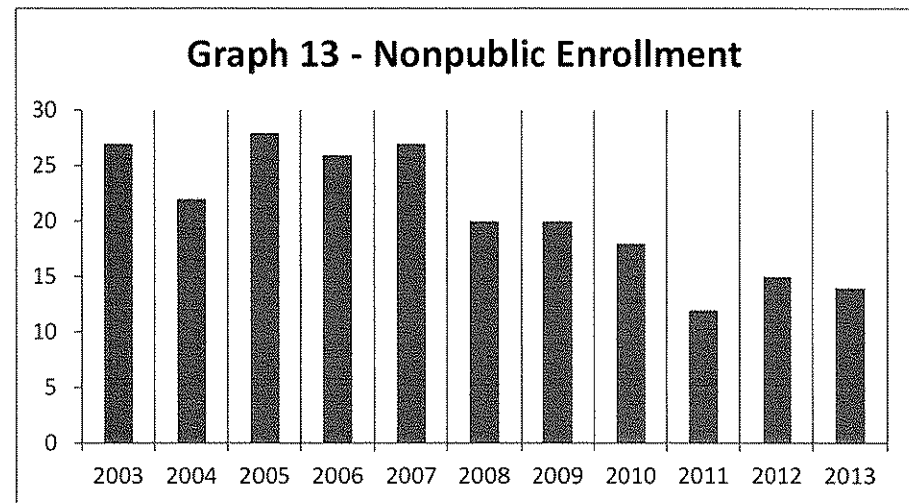
Appendix H presents several graphs which summarize residents enrolled in districts bordering District #477, the students enrolled in District #477 from bordering districts and the variance in open enrollment in and out of the district from 2004-05 through 2011-12.

Observations based on a review of District #477 students open enrolling to bordering districts include:

1. There are (8) districts bordering District #477; Cambridge-Isanti, Ogilvie, Milaca, Foley, Becker, Elk River, St. Francis and Big Lake.
2. From 2005-06 through 2011-12, the variance between neighboring district students entering and leaving District #477 has been negative. That is, more resident students of the Princeton Schools open enroll to neighboring districts than resident students of the neighboring districts open enroll to Princeton.

D. Nonpublic enrollment

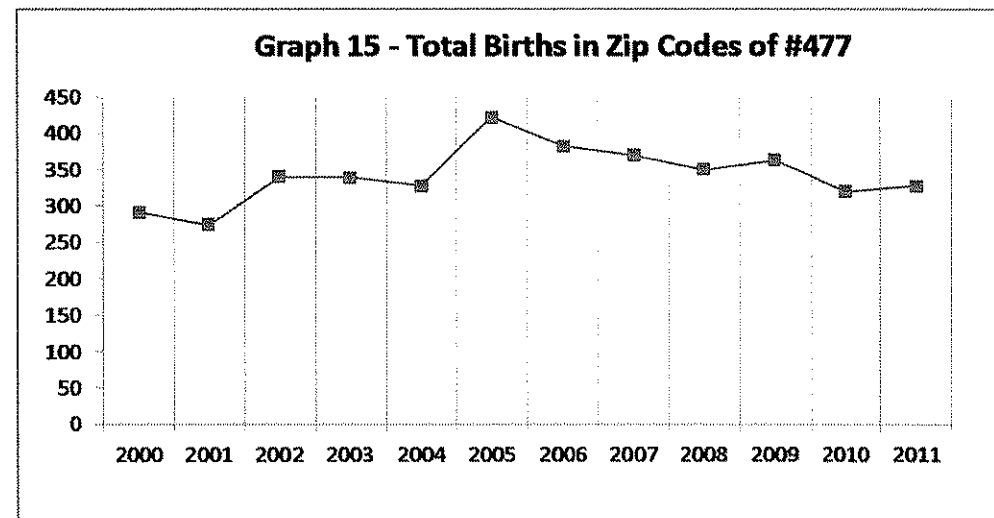
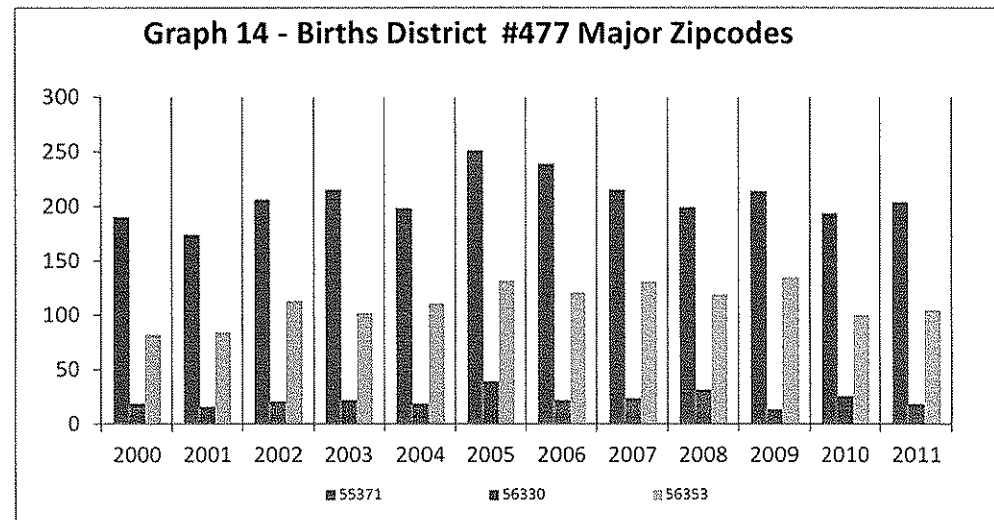
There is one nonpublic school in the Princeton District; Princeton Evangelical Lutheran School providing education from grades K-8. At this time, the school has no plans to expand programs or facilities and anticipates stable enrollment. **Graph 13** presents the history of enrollment in the Princeton Evangelical Lutheran School in the last 10 years.



V. Birth Patterns and Kindergarten enrollment

The future enrollment of the Princeton Schools must be projected as accurately as possible. This requires that we analyze the birth rates within the area of district and is best accomplished by securing data from the Minnesota Department of Health on the births in the zip codes within the district. Then, we must analyze how many births resulted in kindergarten enrollment 5-6 years later. This number is enhanced by the families with kindergarten students that move into the district and is reduced by the families that move out of the district for all reasons.

The kindergarten enrollment projections for this study used birth data in the major zip codes served by the school district. **Graph 14** presents the number of births in zip codes 55371, 56330 and 56353. **Graph 15** is a line graph which presents total births within the District from 2000 to the most recent data available from the State Health Department.



In projecting the Kindergarten enrollment for Princeton, the study team opted to use the most recent year as the best indicator of future Kindergarten. The Kindergarten enrollment for 2013-14 through 2022-23 is projected to be:

2013-14	233
2014-15	234
2015-16	218
2016-17	212
2017-18	207
2018-19	199
2019-20	191
2020-21	184
2021-22	176
2022-23	169

VI. Enrollment Projections

A. Method of Projecting Enrollment

The method of projecting enrollment used by SchoolFinances.com is determined by the dynamics of enrollment in the district. One method is the cohort survival method and the other, the numeric survival method. Both methods are based on the concept that students' progress routinely from one grade to another and that factors that influenced grade progression in the past will continue to influence the progression of students from grade to grade in the future.

In the cohort survival methodology a ratio is developed for each grade that compares the number of students in a grade to the number of students in the previous grade in the prior year. This cohort survival ratio indicates whether the change between grades was an enrollment increase or decrease. This cohort methodology is calculated for several years. The ratios can then be used for any prior year, the ratios can be averaged and the ratios can also be weighted to give the most recent year's ratio the greatest influence.

The numeric survival method is similar in that grade to grade progressions are compared, but rather than calculate a ratio, the changed enrollment – either positive or minus, is added or subtracted to the enrollment in a particular grade to project future enrollment. Using the same data that was presented above, if a school had 100 fourth graders and the next year has 95 fifth graders, the numeric survival would be -5. The numeric changes can be averaged and weighted to make projections.

The following table presents an example of the difference in enrollment that would be projected using the cohort survival method and numeric survival method.

Grade	2010-11 Enrollment	2011-12 Enrollment	Grade 5 Proj 12-13 - Cohort Survival Method	Grade 5 Proj 12-13 Numeric Survival
4	232	249		
5	248	260	279.1	277.00

The cohort ratio is $260/232 = 1.1207$

The numeric change is $260-232 = +28$.

The cohort projection is $1.1207 \times 249 = 279.1$

The numeric projection is $28+249 = 277$

Both methods collectively encompass all the variables that account for an increase or decrease in the size of a grade cohort as it moves on to the next grade and then represent the cumulative effect of the following factors:

1. Migration, in or out, of the schools
2. Retention in the same grade
3. Changes in school program
4. Drop-outs, transfers, etc.
5. Births and deaths
6. Housing growth

For this study, four years of enrollment history and the numeric method was used to make enrollment projections.

It is recommended that these enrollment projections be reviewed annually that use the actual enrollment realized. At any given time, the following factors may have an effect on the projections:

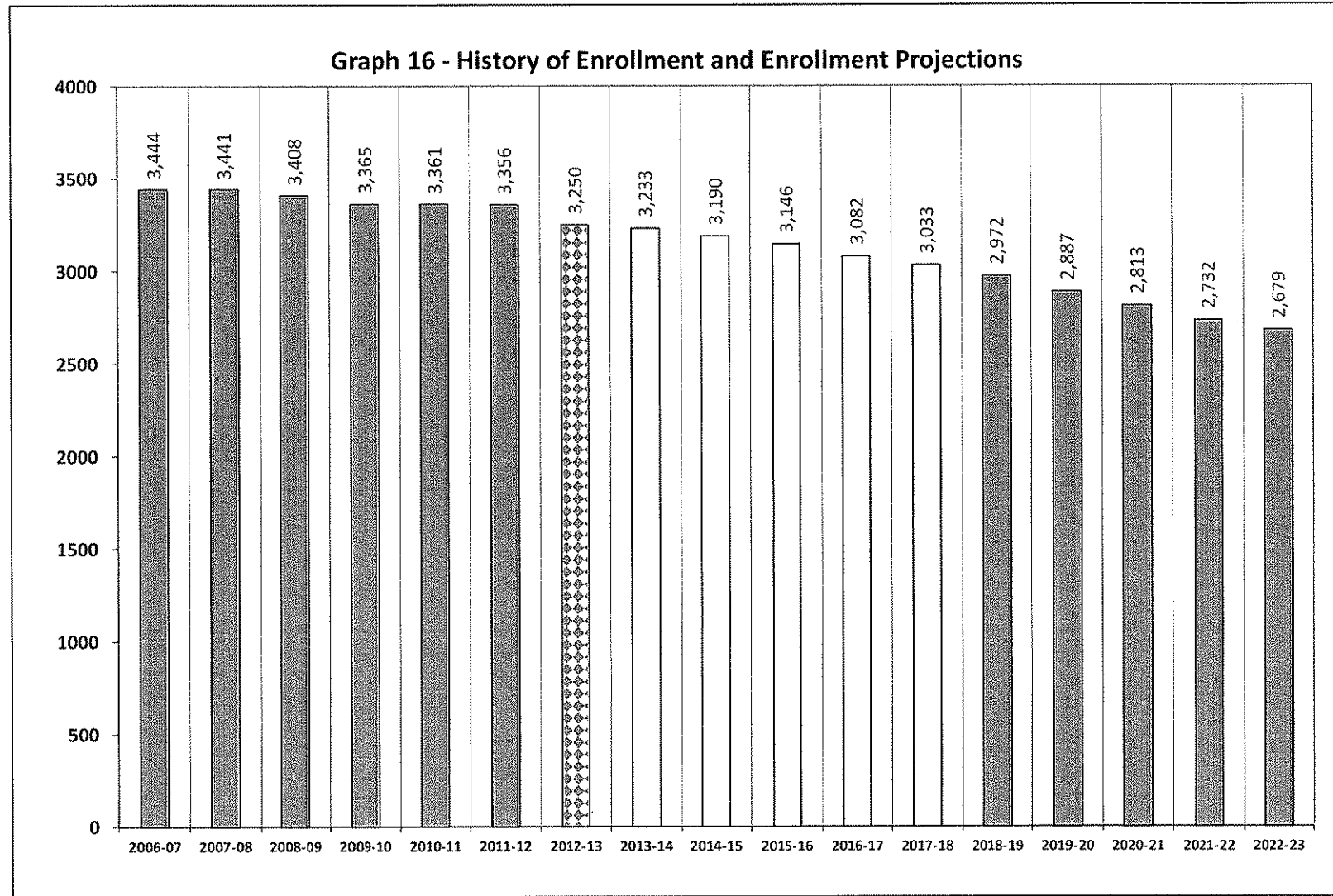
1. economic conditions
2. changes in charter school or nonpublic enrollment
3. changes in the rate of new housing development
4. changes in interest rates which could increase or decrease home sales

B. Enrollment Projections

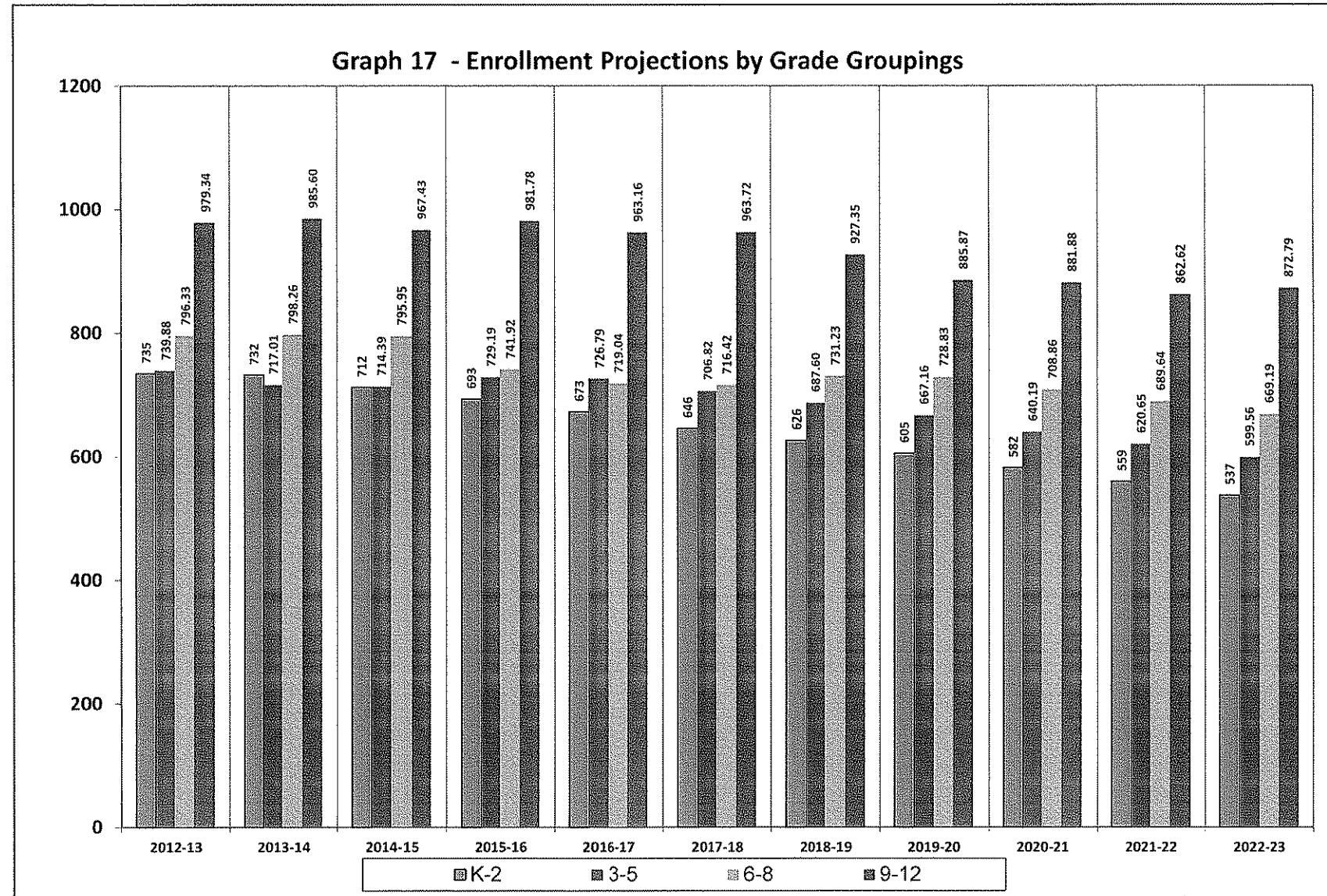
The enrollment projections for District #477 are presented in **Table 5**. These enrollment projections are 'soft'. By this, we mean that certain factors not within the control of the school district can dramatically influence these projections.

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Kindergarten	237	233	234	218	212	207	199	191	184	176	169
Grade 1	258	241	237	238	222	216	211	203	195	188	180
Grade 2	239	258	241	237	238	222	216	211	203	195	188
Grade 3	222	234	253	237	232	233	217	212	206	198	191
Grade 4	257	223	235	254	238	233	234	218	213	207	199
Grade 5	261	260	226	238	257	240	236	237	221	215	210
Grade 6	281	262	261	227	239	258	242	237	238	222	217
Grade 7	261	279	260	259	225	237	256	240	235	236	220
Grade 8	254	257	275	256	255	221	233	252	236	231	232
Grade 9	274	253	256	274	255	254	220	232	251	235	230
Grade 10	252	266	246	249	266	248	246	212	225	244	227
Grade 11	248	233	247	227	229	247	228	227	193	206	224
Grade 12	206	233	219	233	212	215	233	214	213	179	191
Total-Graph Below	3250	3233	3190	3146	3082	3033	2972	2887	2813	2732	2679
Change		-17	-43	-44	-64	-49	-60	-85	-74	-80	-54
% Change		-0.5%	-1.3%	-1.4%	-2.0%	-1.6%	-2.0%	-2.9%	-2.6%	-2.9%	-2.0%
Grade 12 to K Change		27	1	0	-21	-5	-17	-42	-31	-37	-10
Grade 1-12 Migration		-44	-44	-44	-44	-44	-44	-44	-44	-44	-44

Graph 16 presents the enrollment history and projected enrollment from 2006-07 through 2022-23.



Graph 17 presents the projected enrollment by the grade groupings of the Princeton School District.



In addition to this written report, SchoolFinances.com is providing the district with an enrollment projection system and a census geographic report. The enrollment system is interactive and has been designed to examine and easily adjust enrollment assumptions and modify the enrollment projections.

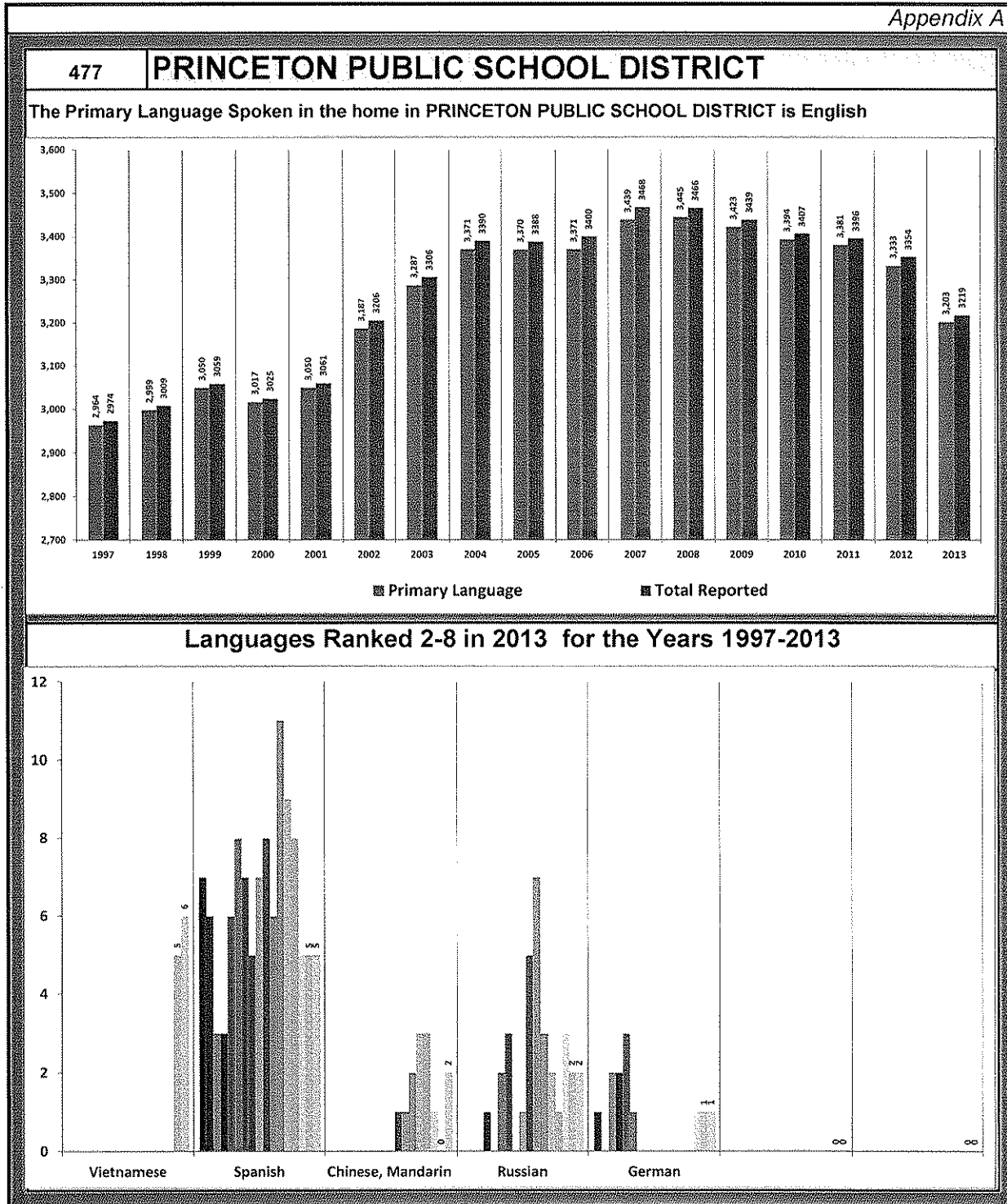
VII. Observations and recommendations

1. The population of all counties served by the district are projected to increase between 2013 and 2020. Annually, the population of Benton County is projected to increase by 1%, Isanti is projected to increase by 1.5%, Mille Lacs County is projected to increase by 1.8% and Sherburne County is projected to increase by 2.9%.
2. The population of the district is projected to increase .93% annually between the 2012 estimates and the projections for 2017
3. The total number of children ages 0-4, 5-9 and 15-18 are projected to increase between the 2012 estimates and 2017 projections.
4. 16.7% of the female population of the district is of child bearing age in 2012 and will remain stable through the population projections of 2017.
5. More than half (54.6%) of the homes in the district did not have school aged children in 2012. This percentage is projected to be 53.9% in 2017.
6. The number of building permits issued by the City of Princeton and in the townships of the district has slowed in recent years.
7. An average of 239 single family homes have sold in District #377 in the years from 2008-May 7, 2013.
8. In neighboring districts, Milaca and Becker were the only districts which experienced enrollment increases in 2012-13.
9. The total enrollment change in the district has averaged (-32.4) students per year for the years 2007-08 through 2012-13.
10. The variation between the entering Kindergarten class and the graduating 12th grade class averaged 8.0 students from 2007-08 through 2012-13.
11. District #477 loses more resident students to charter or other districts than it gains through open enrollment into the district.
12. The enrollment of the nonpublic school in the district will continue at similar levels for the next 10 years.

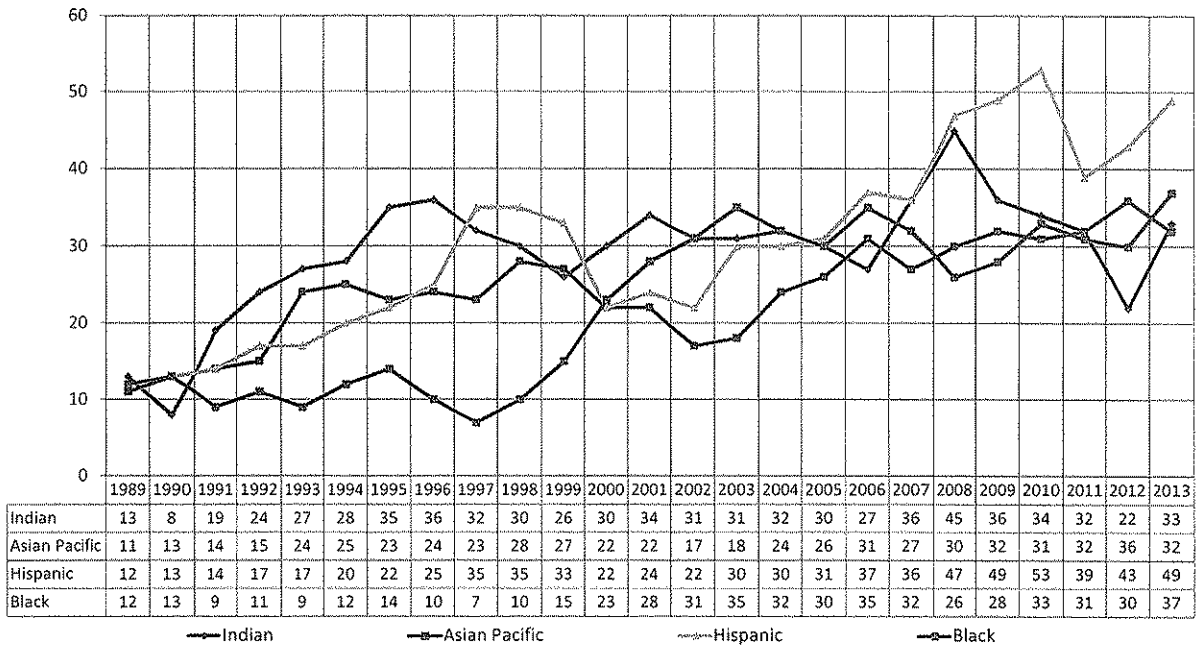
Recommendations

1. This enrollment must be reviewed annually to determine if the projections are realized and to modify the projections each year based on the actual enrollment realized. The district may consider convening a committee to annually review the enrollments realized and dialogue the factors in the district that may have changed in the previous year. Also, these projections are for 10 years – which assume the anticipated Kindergarten enrollment of children who are not yet born. This requires additional attention to ensure the accuracy of these enrollments.
2. Enrollment projections are now significantly influenced by parental choices and program offerings. This complicates the exactness of enrollment planning. In Minnesota, in addition to competition from charter schools, we see and hear television and radio ads for the Minnesota Online Public Schools and for other school districts. Some school districts have developed programs such as all-day kindergarten, Spanish or other language immersion programs that are attractive to parents seeking alternative programs for their children.

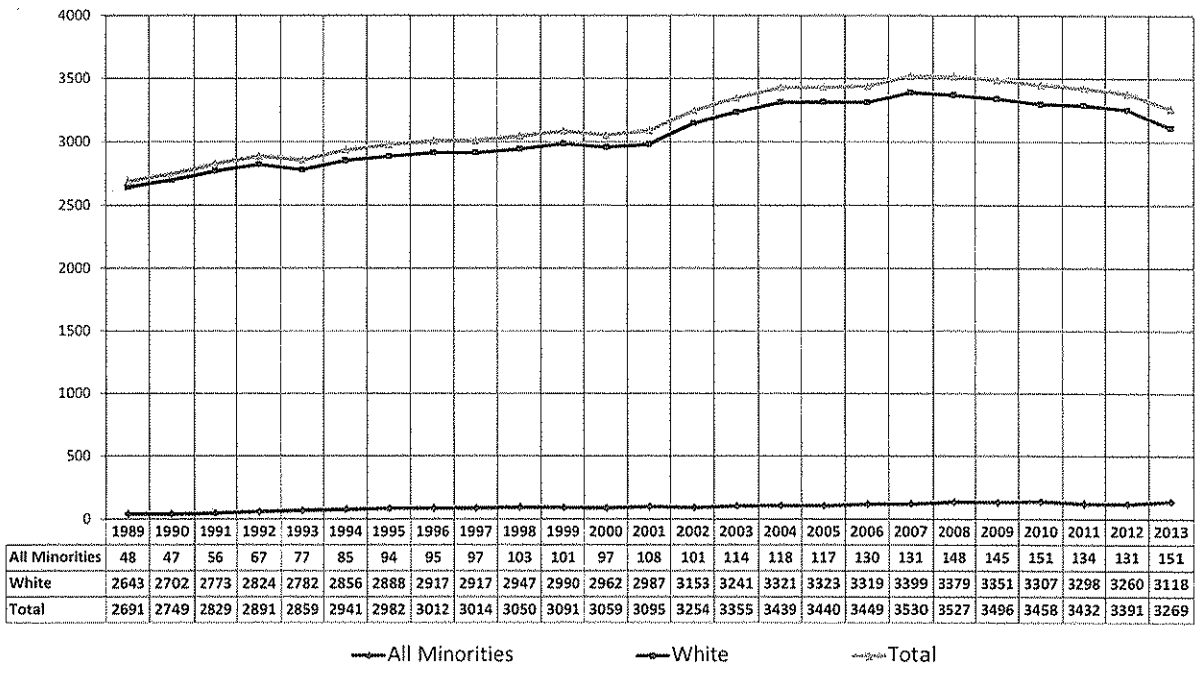
3. Competition for K-12 students is likely to increase. Public schools must compete for students. School districts have some influence over the course of events but must manage their resources to remain solvent. School districts must plan, analyze current information, and plan again and again.



The Minority Students in PRINCETON PUBLIC SCHOOL DISTRICT for the past (24) years

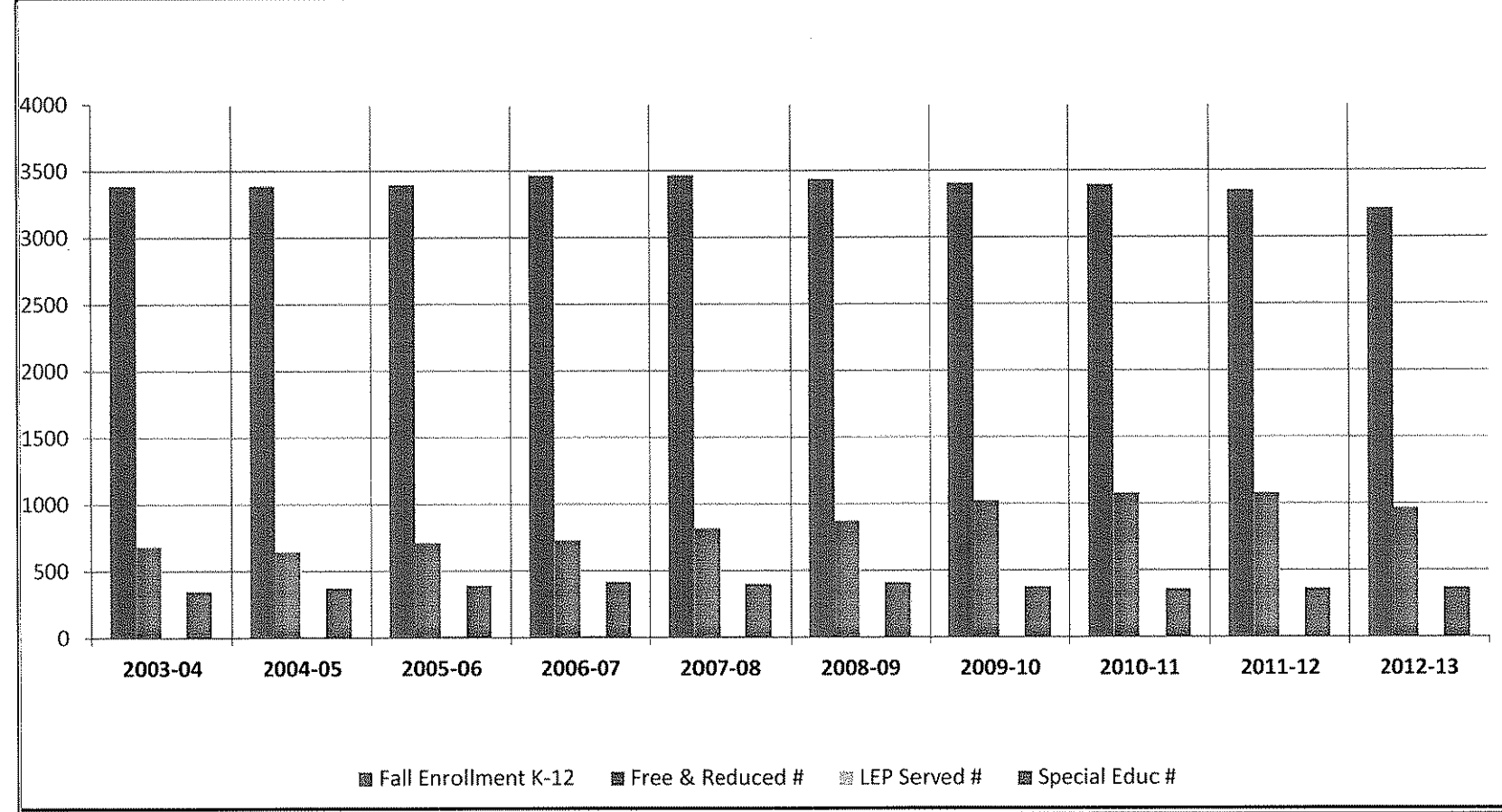


Total Enrollments, Minority, White and Total for the past (24) years in PRINCETON PUBLIC SCHOOL DISTRICT



51

The Changing Population of Special Populations in # 477 Appendix C



Where did the resident students of this district attend school in the 2011-12 year, how many and in which grades?



Residents Attending Report for 2011-12

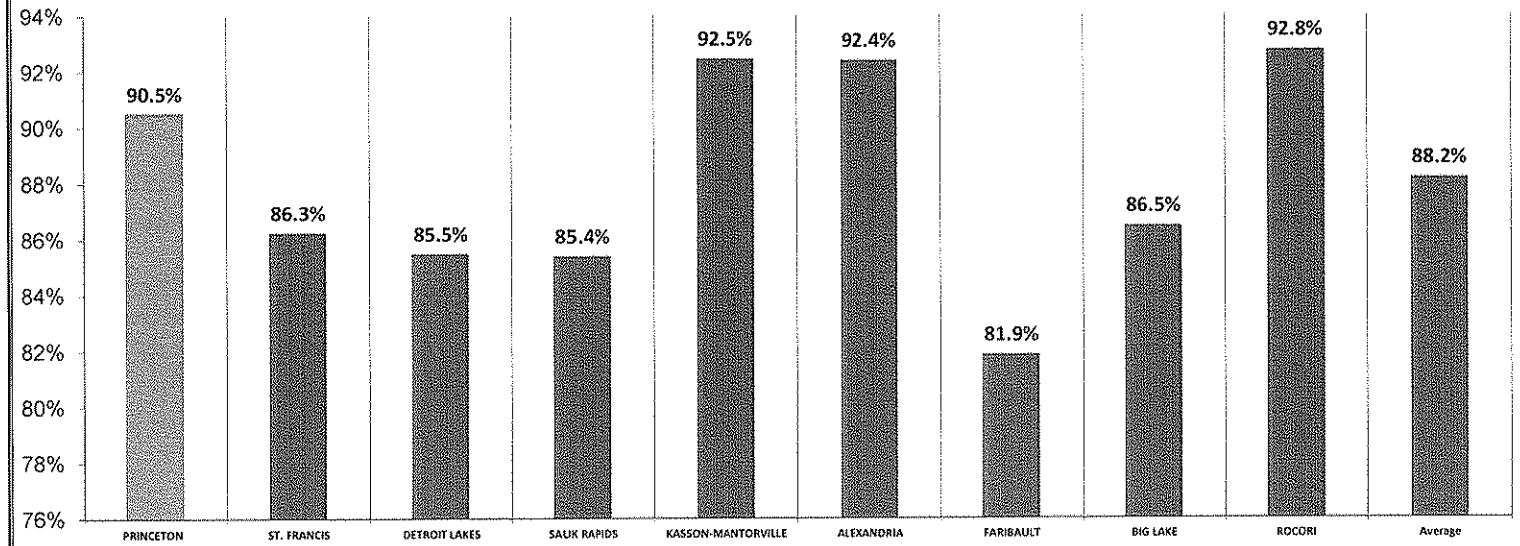
Grade Level	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Total	(%)	
PRINCETON	477	236	220	264	251	274	260	269	269	248	297	264	217	22	21	232	3217	90.0%
Residents Attending Other Districts		21	24	17	30	16	22	22	15	32	33	34	40	1	2	26	335	9.4%
Total Resident Students		297	244	271	281	290	275	281	284	280	290	238	258	23	23	258	3562	100%

Sorted by Rank		PRINCETON															Adjusted Average Daily Membership for 2011-12	
School District	Svc Dist	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Grand Total	RANK
PRINCETON	477	236.24	219.99	254.06	251.20	273.85	252.74	259.35	268.94	248.28	256.53	209.62	217.34	21.81	20.50	232.15	3216.60	(1)
ELK RIVER	728	11.77	12.00	10.19	16.59	5.01	6.59	2.13	5.24	8.59	8.83	6.21	11.21	0.93	0.70	15.19	121.60	(2)
CAMBRIDGE-ISANTI	911	2.48	4.43	2.00	3.34	3.00	1.00	2.00	4.73	5.99	3.00	1.00	3.00			2.95	35.92	(3)
MILACA	912	2.05	3.00	1.00	1.00	1.00	3.00	4.00	5.76	2.00	3.54	3.12	0.28			2.00	31.75	(4)
No Name on File	957	0.10	0.00	0.17	0.01	0.00	3.55	5.05	2.00	3.03	2.21	0.79	6.72			1.10	25.13	(5)
MINNESOTA TRANSITIONS	4017		2.00		1.62	4.00	4.64	0.14	0.95	0.34	2.05	1.88	1.34				18.96	(6)
SPECTRUM HIGH	4160							2.48	1.00	3.00	3.45	2.00					11.93	(7)
N.W.SUBURBAN INTEGRATION DISTRICT	6079	0.99			2.97				2.01		1.92	3.17	1.26				11.72	(8)
FOLEY	51			2.00	1.11	1.00	1.00	2.00	1.00			0.50	2.00			1.00	11.61	(9)
ST. CLOUD	742				0.03		0.20	2.00	0.23	1.53	0.03	2.10	0.39		0.80	1.30	8.70	(10)
HOUSTON	294		0.33	0.73	1.79	0.78		0.38	0.42	2.25	1.00	0.17	0.00				7.35	(11)
BLUESKY	4082									0.17	0.71	1.83	2.40				5.11	(12)
OGILVIE	333	1.00		1.00			1.00				0.45						3.45	(13)
BECKER	726									1.00			0.00			2.00	3.00	(14)
MONTICELLO	882										1.00		2.00				3.00	(14)
KALEIDOSCOPE	4118	1.00	1.00		1.00												3.00	(14)
PERPICH CENTER FOR ARTS	1000											2.94					2.94	(17)
ANOKA-HENNEPIN	11				1.00						0.07		1.50				2.57	(18)
ST. FRANCIS	15	1.00				1.00						0.26					2.26	(19)
BROOKLYN CENTER	286									1.00		0.98	0.22				2.20	(20)
TRIO WOLF CREEK ANCE LEARNING	4095										0.17	1.01	0.79				1.97	(21)
BENSON	777							0.67				1.00					1.67	(22)
BIRD ISLAND-OLIVIA-LAKE LILLIAN	2534								0.34		1.00						1.34	(23)
CENTENNIAL	12							0.07	0.03	0.06	0.12	0.65	0.28				1.21	(24)
MINNESOTA ONLINE HIGH	4150									0.07			1.00				1.07	(25)
OWAMIA	480							1.00									1.00	(26)
BIG LAKE	727												1.00				1.00	(26)
ROCKFORD	883												1.00				1.00	(26)
SOBRIETY HIGH	4109												1.00				1.00	(26)
YINGHLIA	4140		1.00														1.00	(26)
WEST METRO EDUC PROGRAM	6069								1.00								1.00	(26)
LAKES INTERNATIONAL LANGUAGE	4116	0.99															0.99	(32)
BARNUM	91												0.74				0.74	(33)
No Name on File	938								0.26		0.34		0.12				0.72	(34)
AUSTIN	492						0.72										0.72	(35)
GRAND RAPIDS	318									0.52		0.14					0.66	(36)
ORONO	278										0.64						0.64	(37)
FERGUS FALLS	544											0.16	0.37				0.53	(38)
BELGRADE-BROOTEN-ELROSA	2364										0.53						0.53	(38)
HUTCHINSON	423										0.52						0.52	(40)
LIDNSGATE	4183								0.50								0.50	(41)
CENTRAL MINNESOTA JT. POWERS DIST.	6074											0.50					0.50	(41)
EDVISIONS OFF CAMPUS	4151												0.48				0.48	(43)
Intermed. Dist. 287	287								0.03	0.01		0.16	0.27				0.47	(44)
ROBBINSDALE	281										0.02	0.35	0.04				0.39	(45)
NDRTH ST PAUL-MAPLEWOOD	622											0.38					0.38	(47)
Intermediate Dist. 917	917									0.13							0.13	(48)
HINKLEY-FINLAYSON	2165											0.13					0.13	(48)
BLUE EARTH AREA	2860											0.11					0.11	(50)
N.E.Metro Intermediate 916	916											0.07					0.07	(51)
DULUTH	709									0.03	0.04						0.07	(51)

Resident Students Comparison Review for PRINCETON 2011-12

Dist #	District Name	2011-12	Resident Students Served	% Resident Students Served	Rank of %age	Residents Served by Other Dist & Charters	% Served by Other Dist & Charter	Rank of %age	Served by other Public	% Served by Other Public	Rank of %age	Served by Charters 4000's	% Served by Charters 4000's	Rank of %age
477	PRINCETON	3,528.56	3194.79	90.5%	(4)	333.77	9.5%	(6)	274.54	7.8%	(5)	59	1.7%	(7)
15	ST. FRANCIS	5,601.93	4832.86	86.3%	(6)	769.07	13.7%	(4)	572.23	10.2%	(3)	196.84	3.5%	(4)
22	DETROIT LAKES	1,278.42	1093.18	85.5%	(7)	185.24	14.5%	(3)	93.76	7.3%	(6)	91.48	7.2%	(2)
47	SAUK RAPIDS	3,654.86	3121.79	85.4%	(8)	533.07	14.6%	(2)	390.84	10.7%	(1)	142.23	3.9%	(3)
204	KASSON-MANTORVILLE	2,139.25	1978.35	92.5%	(2)	160.90	7.5%	(8)	131.00	6.1%	(7)	29.9	1.4%	(8)
206	ALEXANDRIA	3,979.11	3677.10	92.4%	(3)	302.01	7.6%	(7)	235.05	5.9%	(9)	66.96	1.7%	(6)
656	FARIBAULT	4,490.98	3677.40	81.9%	(9)	813.58	18.1%	(1)	378.32	8.4%	(4)	435.26	9.7%	(1)
727	BIG LAKE	3,646.25	3153.83	86.5%	(5)	492.42	13.5%	(5)	387.44	10.6%	(2)	104.98	2.9%	(5)
750	ROCORI	1,979.13	1836.18	92.8%	(1)	142.95	7.2%	(9)	120.16	6.1%	(8)	22.79	1.2%	(9)
Average				88.2%			11.8%			8.1%			3.7%	

Percent of Resident Students Served



Students Served Report for the 2011-12 School Year

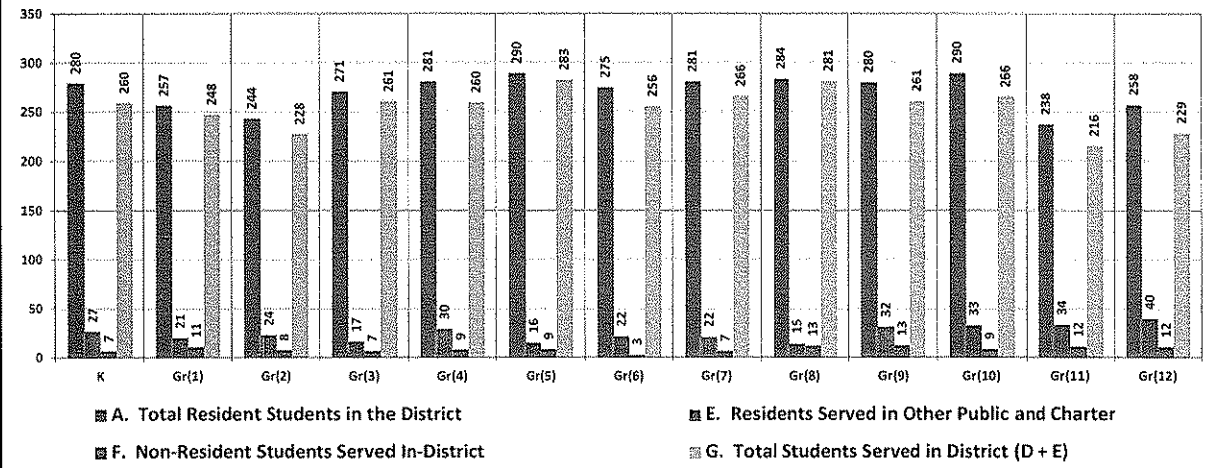
Grade Level	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Total	(%)	
PRINCETON	477	236	220	254	251	274	253	259	269	248	257	204	217	22	21	232	3217	96%
Served from other Districts	11	8	7	9	9	3	7	13	13	9	12	12	1	2	5	121	4%	
Total Students Served		248	228	261	260	283	256	266	281	261	266	216	229	23	22	237	3337	100%

Sorted by Rank **PRINCETON** Adjusted Average Daily Membership for 2011-12

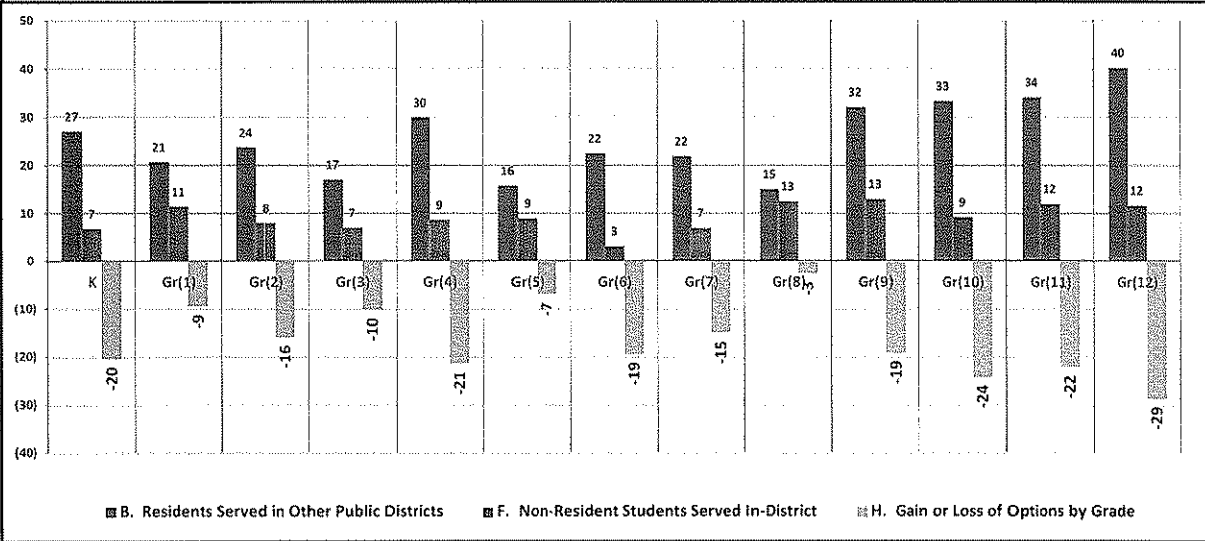
School District	Res Dist	01	02	03	04	05	06	07	08	09	10	11	12	EC	HK	KG	Grand Total	RANK
PRINCETON	477	236.24	219.99	254.06	251.20	273.85	252.74	259.35	268.94	248.28	256.53	203.62	217.34	21.81	20.50	232.15	3216.60	(1)
MILACA	912	5.75	5.00	4.00	6.00	5.00	2.14	2.00	6.00	6.00	5.00	3.35	5.32			3.14	58.70	(2)
ELK RIVER	728	2.00	2.00	2.00	1.67	3.00		2.00	3.54	3.00	1.85	5.00	1.66	0.63	1.13	1.00	30.48	(3)
CAMBRIDGE-ISANTI	911	1.00			1.00		1.00	1.98	2.00	3.00	1.35	2.00	1.00				14.33	(4)
FOLEY	51	1.00	1.00			1.00		1.00		1.00					0.60		5.60	(5)
BIG LAKE	727										1.00		3.06				4.06	(6)
ST. FRANCIS	15	0.84		1.00					1.00			0.66					3.50	(7)
BECKER	726											1				1	2	(8)
MINNEAPOLIS	1.1	0.9															0.9	(9)
OSSEO	279												0.38				0.38	(10)
MONTICELLO	882													0.28			0.28	(11)
W. ST. PAUL-MENDOTA HTS.-EAG	197													0.27			0.27	(12)
ANOKA-HENNEPIN	11												0.25				0.25	(13)
ONAMIA	480												0				0	(14)

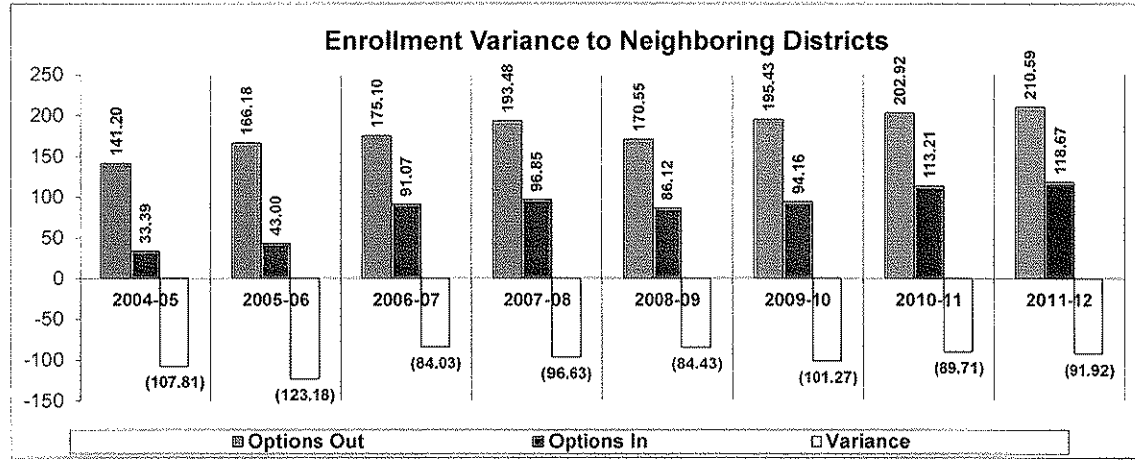
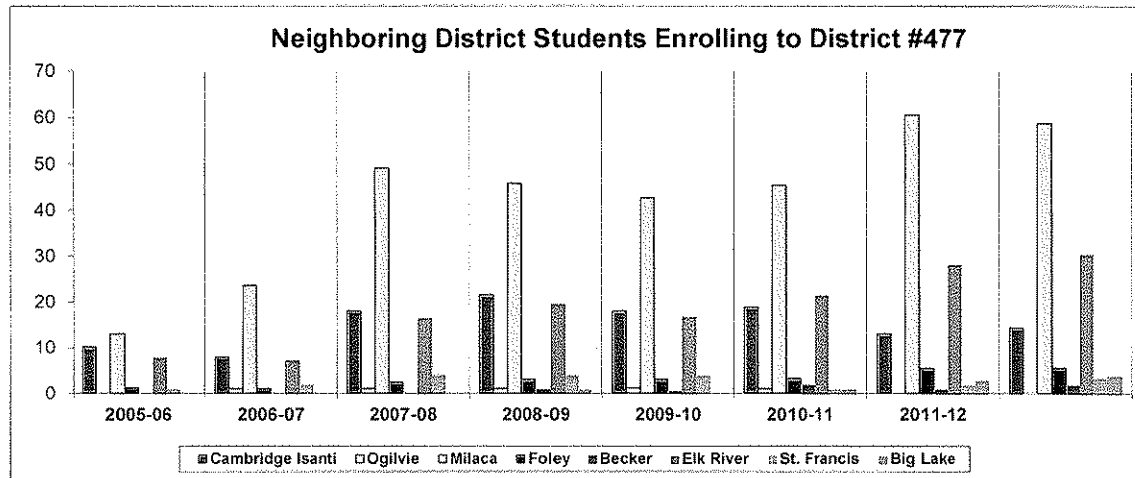
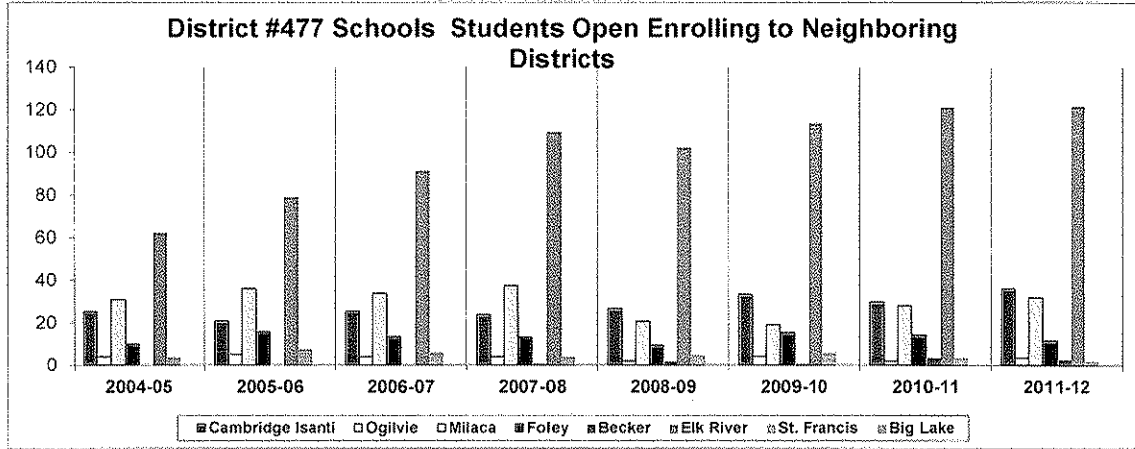
477		PRINCETON															
<i>School Finances Com</i>		2011-12 School Year Average Daily Membership														Totals	Totals
PreK		K	Gr(1)	Gr(2)	Gr(3)	Gr(4)	Gr(5)	Gr(6)	Gr(7)	Gr(8)	Gr(9)	Gr(10)	Gr(11)	Gr(12)	PK-12	K-12	
A. Total Resident Students in the District		23	280	257	244	271	281	290	275	281	284	280	290	238	258	3552	3529
B. Residents Served in Other Public Districts		1	27	18	20	17	24	12	18	19	10	29	25	24	32	276	275
C. Residents Served in Charter Schools		0	0	2	4	0	6	4	5	3	5	4	8	10	8	59	59
D. Residents Served in Resident District (A - B - C)		22	253	236	220	254	251	274	253	259	269	248	257	204	217	3217	3195
F. Non-Resident Students Served In-District		1	7	11	8	7	9	9	3	7	13	13	9	12	12	121	120
G. Total Students Served in District (D + E)		23	260	248	228	261	260	283	256	266	281	261	266	216	229	3337	3314
H. Gain or Loss of Options by Grade		0	-20	-9	-16	-10	-21	-7	-19	-15	-3	-19	-24	-22	-29	-214	-214

2011-12 School Year Average Daily Membership for PRINCETON # 477



2011-12 Variance in Options by Grade for PRINCETON #477





Interviews and Resources

Joe Janish, Benton County Development Director

Kevin VanHoosser, Isanti County Administrator

Tim Anderson, Isanti County Zoning Director

Mrs. Minzlaff, Princeton Evangelical Lutheran Schools Principal

Carie Fuhrman, Princeton Community Development Director

Richard Baker, Mille Lacs County Community Development Coordinator

Laurie King, Realtor, Edina Realty

Cameron Macht, Department of Employment & Economic Development

Regional Analyst

PRINCETON PUBLIC SCHOOLS

CHEMICAL USE AND ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. ~~It will be the responsibility of the~~ **The** superintendent, with the advice of the school board, **shall be responsible for** ~~to~~ **establishing** a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- 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.

IV. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate, developmentally based **activities** ~~that: drug and alcohol prevention and education programs for all students that address the legal, social, personal and health consequences of the use of chemicals, promote a sense of individual responsibility, and provide information about effective techniques for resisting peer pressure to use chemicals.~~
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;

- f. engage students in the learning process; and
- g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.

~~Each school shall have programs of drug prevention, comprehensive health education, early intervention, pupil services, mentoring, or rehabilitation referral, which emphasize students' sense of individual responsibility and which may include:~~

- a. ~~the dissemination of information about drug prevention;~~

- ~~b. the professional development of school personnel, parents, students, law enforcement officials, judicial officials, health service providers and community leaders in prevention, education, early intervention, pupil services or rehabilitation referral; and~~

- ~~c. the implementation of strategies, including strategies to integrate the delivery of services from a variety of providers, to combat illegal alcohol, tobacco and drug use, such as:~~

- ~~i. family counseling;~~

- ~~ii. early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family; and~~

- ~~iii. activities, such as community service and service learning projects, that are designed to increase students' sense of community.~~

4. Each school shall disseminate drug and violence prevention information within the school and to the community. ~~Each school shall have drug abuse resistance education programs, designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provisions for parental involvement.~~

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

~~B. 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 (e.g. 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 Tobacco, Smoking Materials, Tobacco Products, Alcohol and other Mood Altering Substances or look alike mood altering substances.~~
 - ~~**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 Alcohol, Other Mood Altering Substances and/or Drug Paraphernalia or look alike mood altering substances and/or look alike Drug Paraphernalia.~~
 - ~~**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 year.~~

B. C. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may

include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. D. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

~~D. E.~~ Data Practices

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

~~E. F.~~ Consent

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

~~F. G.~~ School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:

- a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
- b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

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

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
 Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
 41 U.S.C. §§ ~~8101-8106~~ 701-707 (Drug-Free Workplace Act of 1988)
 20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)
 34 C.F.R. Part 85 (Governmentwide Requirements for Drug-Free Workplace)

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

Adopted: April 28, 1987
Revised: May 25, 1993
Revised: June 13, 1995
Revised: August 27, 1996
Revised: September 9, 1997
Revised: June 25, 2002
Revised: May 11, 2004
Revised: June 25, 2013

PRINCETON PUBLIC SCHOOLS

ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion.
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
 2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary

proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 124D.03, Subds. 3, 4, 6 and 7 (Enrollment Options Program)
 Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
 Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
 Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

Cross References: Princeton Policy 506 (Student Discipline)
 Princeton Policy 517 (Student Recruiting)

Adopted: October 14, 2003
 Revised: June 25, 2013

PRINCETON PUBLIC SCHOOLS

CRISIS MANAGEMENT POLICY

~~*[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. The policies must be developed in consultation with school administrators, teachers, employees, students, parents/guardians, community members, community emergency response agencies, including law enforcement and fire officials, county attorney offices, social service agencies, and any other appropriate individuals or organizations (such as Safe and Drug Free School coordinators and bus contractors). Id. Effective for the 2006-07 school year and later, the policy must include at least five school lock-down drills, five school fire drills consistent with Minn. Stat. § 299F.30, and one school tornado drill. This Model Crisis Management Policy is the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]*~~

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation

with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

~~*[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]*~~

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

~~*[Note: The attached Emergency Planning and Procedures Guide for Schools has sample lock-down procedures, evacuation procedures, and sheltering procedures.]*~~

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

~~*[Note: The attached Emergency Planning and Procedures Guide for Schools includes crisis-specific procedures.]*~~

3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of

procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

~~*[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample School Emergency Response Team list.]*~~

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and

parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

~~***[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]***~~

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample fire procedure form.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample Emergency Phone Numbers list.]

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The attached Emergency Planning and Procedures Guide for Schools has a sample Media Procedures form.]

H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as

after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

~~IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY~~

~~Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.~~

~~A. Fire~~

~~B. Hazardous Materials~~

~~C. Severe Weather: Tornado/Severe Thunderstorm/Flooding~~

~~D. Medical Emergency~~

~~E. Fight/Disturbance~~

~~F. Assault~~

~~G. Intruder~~

~~H. Weapons~~

~~I. Shooting~~

~~J. Hostage~~

~~K. Bomb Threat~~

~~L. Chemical or Biological Threat~~

- M. — ~~Checklist for Telephone Threats~~
- N. — ~~Demonstration~~
- O. — ~~Suicide~~
- P. — ~~Lock-down Procedures~~
- Q. — ~~Shelter In Place Procedures~~
- R. — ~~Evacuation/Relocation~~
- S. — ~~Media Procedures~~
- T. — ~~Post-Crisis Procedures~~
- U. — ~~School Emergency Response Team~~
- V. — ~~Emergency Phone Numbers~~
- W. — ~~Highly Contagious Serious Illness or Pandemic Flu~~

IV.V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

~~[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]~~

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Princeton Public Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within

the school district.

~~*[Note: The No Child Left Behind Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]*~~

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

Princeton Public Schools is a sister district with Big Lake Public Schools should the Monticello Nuclear Power Plant have an accident or incident at the power plant. There are plans included in the Crisis Manual.

~~School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: Princeton School District Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Princeton School District Policy 413 (Harassment and Violence)
Princeton School District Policy 501 (School Weapons Policy)
Princeton School District Policy 506 (Student Discipline)
Princeton School District Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Princeton School District Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: May 22, 2007

Revised: July 20, 2010

Revised: June 25, 2013

**Crisis Management Plan
For
Princeton Public Schools
District #477**

District-Wide Plan

Independent School District #477
Princeton, Minnesota 55371

February, 2010

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Introduction

These emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school, staff, and users of school facilities.

Common sense should dictate the reaction of school authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. A quick and abridged overview of the responsibilities of administrators, staff and students can be found in **Appendix G**, in the back of this booklet. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

Principals or program supervisors of individual buildings or facilities have the primary responsibility for dissemination of emergency procedures to their staff. In addition, they must set up a clearly defined chain of command so that safety procedures are carried out in case of their absence from the building.

In the event that the emergency involves more than one building in the school district, the building principal/program supervisor, superintendent, and any emergency agencies will coordinate the activities for the district buildings involved.

Media

All staff must be aware that the superintendent (or designee) serves as the district spokesperson in a crisis. All factual information should be relayed to the superintendent who will issue public statements. A media information center will be established away from the building in crisis. The principal or manager in charge needs to be able to give the crisis full attention.

The media should be updated regularly. A brief description of the district's/building's plan for responding to the emergency and a brief statement of the known facts should be sufficient. Emphasize that safety of the student and staff will always come first and that the district wishes to respect the privacy of victims and their families and, therefore, will not be releasing any names until later.

Staff In-service Plan

Any crisis management plan is only as good as the seamless implementation of the plan when the need arises. Effective implementation is dependent on all staff having a working understanding of the plan, the protocols to be followed and the resources at our disposal. It is therefore necessary for all staff to become familiar with the plan and participate in practicing some of the drills identified in the document. To facilitate this process, an annual staff in-service will be provided on the procedures included in the Crisis Management Plan.

- Each building will schedule a staff meeting for the purpose of reviewing the major components of the plan.
- Every staff person will receive a copy of the Crisis Management Plan for Princeton Public Schools, District No. 477, at the time of the staff meeting.
- Each building will conduct a trial run of lock-down and evacuation procedures on a staff development day when no students are in attendance.
- Annually, the Crisis Management Plan will be reviewed and revised as needed.

Clear the Halls

Clear the Halls procedures are used when there is a need to clear hallways and confine students and staff to their rooms (i.e. medical emergency, animal loose in the school, drug or weapons search, or missing student).

Principals will:

1. Depending on the situation, order a **Reverse Evacuation** (page 9) for students and staff outside to move inside or direct them as a group to an alternative location. Bring students/staff inside.
2. Make the following announcement:
 - **“Your attention, please. We need to clear all hallways immediately. Please go to the nearest room and stay there until further notice. Disregard all alarms and bells.”**
3. Notify district office.
4. Assign staff to monitor building entrances. Only emergency personnel should be allowed to enter the building.
5. Announce “all clear” signal when threat has ceased.

Teachers/Supervisors will:

1. Keep all students in the classroom, close doors, and continue working/teaching. Do not leave room even if classroom doors cannot be locked from the inside.
2. Staff should gather students/adults from the hallway into their room.
3. Teachers and students not in classrooms (gym, lunchroom, media center, etc.) should seek the closest available classroom or other available room. Stay out of hallways or commons areas.
4. Take attendance and report missing students to the office.
5. Staff not supervising students should contact the office for directions.
6. Wait for an “all clear” signal or an announcement to evacuate.

Evacuation/Relocation Procedures

Principal will:

1. Announce the evacuation and will indicate whether to use the fire drill procedures or alternate routes.
2. Determine when and where students and staff will be taken for relocation.
3. Notify superintendent's office of relocation address.
4. Announce "all clear" signal once it is safe to re-enter the building.

Teachers/Supervisors will:

1. Take with them their attendance record, seating chart, keys, and any other items necessary to supervise students at the safe site. You do not need to know where the safe site is ahead of time as you will be directed there.
2. Conduct a last moment visual check of the classroom to take note of any unfamiliar objects still in the classroom after students have left.
3. **Do not lock the classroom door** upon leaving the classroom.
4. Accompany students out of the building and to the safe site.
5. Immediately report any unfamiliar objects observed to the police officers in charge and to the building principal. Tell no other people.
6. Attempt to keep assigned students in a group, and supervise that group for the duration of the crisis.
7. Attempt to take attendance, and report any missing students to the principal and law enforcement authorities.
8. Accompany students back into the building when the "all clear" signal is given by the building principal.

Refer to Monticello Nuclear Plant Procedure document during an evacuation event relating to a Monticello nuclear plant disaster. Contact the superintendent 763-389-6190.

Lock-down Procedures

Lock-down with Warning Procedures:

Lock-down with Warning occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas (i.e. medical emergency or disturbance).

Principals will:

1. Announce lock-down with warning (do not use codes).
2. Bring students/staff inside.
3. Lock exterior doors.
4. Announce "all clear" signal when threat has ceased.

Teachers/Supervisors will:

1. If you are threatened outside, go inside as soon as possible.
2. If you are threatened inside, lock the doors and windows, shut the curtains, and stay away from doors and windows. Turn off the lights.
3. **Do not allow students to leave the room.**
4. **Do a visual search of the room; make note of any unfamiliar objects.**
5. If an unfamiliar object is found **DO NOT TOUCH IT!** Note where the object is in the room, your name, and room number. Leave this note posted outside your door.
6. Take attendance, keep your class roster with you, make note of absent students and those who were out of the room at the time, and additional students not normally in your classroom.
7. Wait for an "all clear" signal, or an announcement to evacuate.

Lock-down with Intruder Procedures:

Lock-down with Intruder occurs where there is a threat or intruder inside the building.

Principals will:

1. Announce lock-down with intruder (do not use codes).
2. Call 911 and notify law enforcement.
3. Direct all students, staff, and visitors to the nearest classroom or secured space. Classes outside the building **SHOULD NOT** enter the building.
4. Move outside classes to a primary evacuation site (Appendix H).
5. **DO NOT** lock exterior doors.
6. Announce "all clear" signal when threat has ceased.

Reverse Evacuation

Reverse Evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse Evacuation procedures are often implemented in combination with other procedures (i.e. lock-down, shelter-in place) in order to ensure the safety of students and staff who are outside of the building.

Principals will:

1. Make an announcement or sound alarm for reverse evacuation. Instruct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm.
2. Monitor situation and provide updates/instructions as needed.
3. Announce "all clear" signal when the emergency has ceased.

Teachers and Supervisors will:

1. Move all students and staff inside as quickly as possible.
2. Report to classroom and take attendance. Report any missing or extra students to principal.
3. Wait for further instructions.

Severe Weather

Procedures when a tornado/severe thunderstorm WATCH has been issued:

A severe thunderstorm/tornado watch is when weather conditions are favorable for the formation of a severe thunderstorm or tornado, but none have been spotted so far.

1. Review procedures for severe weather before the spring season of severe weather starts.
 - Identify the location of the designated safe area.
 - Review “drop and tuck” procedures.
 - Identify low areas where flooding might occur.
 - Review the dangers of fallen electrical lines.
 - Review the dangers of lightning.
2. The building office should monitor WQPM 1300 and the National Weather Service, to keep informed of weather conditions.
3. Keep all students and staff inside the building. Close all windows and blinds. Check for physical education classes that may be outside.
4. If the weather is threatening at dismissal time, even though no tornado warning has been issued, consider holding pupils until major storm activity has passed. The superintendent shall notify the bus dispatcher if dismissal is delayed.

Procedures when a tornado/severe thunderstorm WARNING has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been sighted in the area. This is a more imminent threat.

1. A 5 minute steady blast on the civil defense siren indicates severe weather and that persons should seek cover.
2. The principal will announce a severe weather warning over the intercom and instruct staff and students by saying:

“A tornado/severe weather warning is in effect. All students and staff report to the designated severe weather shelter area. Consult the emergency shelter instructions/map in your room if you are unsure of where to go. Assume the “drop and tuck” position.”
3. If students are outside or in portable classroom buildings when the warning sounds, they should be moved inside to the designated tornado shelter areas using **Reverse Evacuations** procedures (page 9).
4. Have teachers account for their students and report any extra or missing students in their area as soon as it is safe to do so.
5. Remain in the shelter areas until the threat has passed.

Severe Weather

Procedures when a tornado/severe thunderstorm WARNING has been issued (cont.):

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been sighted in the area. This is a more imminent threat.

6. Delay lunches or assemblies in large rooms if severe weather is anticipated.
7. If severe weather strikes, students will not be dismissed from school until the building principal or superintendent issues the all clear and dismisses school.

Shelter-In-Place

Sheltering In Place is used when evacuation would put people at risk (i.e. environmental hazard, blocked evacuation route). Sheltering In Place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Principal will:

1. Announce students/staff must go to shelter areas.
2. Close all exterior doors and windows, if appropriate.
3. Turn off ventilation system, if appropriate.
4. Monitor the situation and provide updates/instructions as available and needed.
5. Announce "all clear" when the emergency has ceased.

Teachers and Supervisors will:

1. Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area. Stay away from windows and doors.
2. Take attendance and report any missing or extra students to principal.
3. Do not allow anyone to leave the classroom or shelter area.
4. If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper over the nose and mouth for the temporary respiratory protection.

Armed/Violent Intruder

Procedures if a person threatens with a firearm or begins shooting:

1. Anyone who is confronted should do what they are told--**DO NOT RESIST OR TRY TO DISARM THE INTRUDER! Alert administration and police--911.**
2. When an intruder is found to be in the building or on school grounds, staff will be alerted with the following phrase by the building principal or designee: **“Attention all staff! Please secure your students and your door immediately!”** The principal will attempt to repeat the message **three** times.
3. Upon hearing this alert, all staff will follow the **Lock-down Procedures**:
 - If you are threatened outside - go inside the building as soon as possible.
 - If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
 - If you are threatened inside - turn off the lights; lock all doors and windows; shut the curtains, if it is safe to do so, and stay away from doors and windows.
 - Students, staff, and visitors should crouch under desks without talking and remain there until an all clear is given by the building principal or designee.
 - As soon as it is safe to do so, report to the office all extra students in your room, and those who are missing from your regular class roster.

Procedures for reporting an intruder:

1. Whoever is in the main office and observes the intruder's behavior should call 911 to ask for immediate assistance. Lock the office doors and move to a back office area where you cannot be seen. Provide the police the following information:
 - The number of people involved
 - Type of weapons involved, if noted
 - Location in the building or on the grounds
 - Number of hostages, if any
 - Description of persons involved
 - Injuries that have occurred
 - Other information that may help police
2. If the intruder is in the main office, and a staff member walks by and is concerned that a situation is out of control, the staff member should call 911 to report their concern and ask for immediate assistance.
3. Alert staff over the intercom, if possible. If this is not possible, then initiate a room to room notification.
4. As soon as possible, notify the district office.

Armed/Violent Intruder

Procedures for reporting an intruder (cont.):

5. If an evacuation is necessary, follow the **Evacuation Procedures** in this booklet (page 7).
6. The principal or designee will give the all clear signal after the intruder is subdued and removed from the building.

Assault/Fighting/Sexual Assault

Procedures for students involved in an assault or fighting:

1. Ensure the safety of all students and staff.
2. Contact the building administrator, school resource officer, or 911, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to deescalate the situation.
4. Demand that the combatants stop; clear the area of onlookers.
5. Consider allowing an avenue of escape for the perpetrator or for all combatants.
6. Have the health assistant check all combatants and render first aid, if necessary.
7. Document all activities and cooperate with the police, if they are involved.

Procedures for reporting sexual assault:

1. Render first aid and comfort to the victim.
2. Notify school resource officer or phone the police by calling **911**.
3. Notify the police of the perpetrator's whereabouts, if known.
4. Consider lock-down procedures.
5. Notify the building counselor and district nurse. Check for:
 - Emergency card on file in the office, if the victim is a student.
 - Personnel emergency card if the victim is a staff member.
6. Notify the principal, the principal will notify the superintendent.
7. Provide the victim the telephone list of emergency personnel to contact for rape relief assistance, **Appendix B**, located in the back of this booklet.
8. If the assault did not occur on school property, call **911** and report the incident to the police.

The **Mandatory Requirements** for the reporting of physical/sexual abuse are in **Appendix D**, located in the back of this booklet.

Demonstrations/Disturbances

Procedures for ensuring the safety of students and staff in the event of a demonstration or disturbance:

1. If students and staff are in imminent danger, or if the demonstration/disturbance is on school (private) property, call **911** to ask for immediate assistance. Provide the police the following information:
 - Number of people involved
 - Location in the building or on the grounds
 - Description of persons involved
 - Injuries that have occurred
2. Notify the school resource officer and the building principal or designee, who will follow the pre-designed protocol for securing the building.
 - Lock all exterior doors.
 - Lock-down the school, if necessary.
3. In the event of a lock-down, this announcement will be made:
“Attention all staff! Please secure your students and your door immediately!” This message will be read **three** times. See **Lock-down Procedures** in this booklet (page 8).
4. When the police give the “all clear,” students may be evacuated from the building, if the situation warrants such action. See **Evacuation Procedures** in this booklet (page 7).

Procedures when the safety of students and staff are not an issue:

Maintaining open lines of communication with students, staff, parents, and community is essential in preventing possible disturbances. The principal is in complete charge of his/her building.

1. Notify the building principal, who will then follow the pre-designed protocol for containing the situation:
 - Ask demonstrators to disperse.
 - Notify law enforcement authorities.
 - Contain the unrest by sealing off the area of disturbance.
 - Move people involved in the disturbance to a less public location.
 - Inform staff that a lock-down procedure may be initiated.
2. All students should remain in the building. Any students outside at the time of the disturbance should be escorted back into the building.
3. Custodial staff will secure the building and lock all exterior doors.
4. Clerical staff will secure all files and records.

Demonstrations/Disturbances

Procedures when the safety of students and staff are not an issue (cont.):

5. Staff will be kept informed of the situation using a means of communication appropriate to the situation (intercom, runners, e-mail).
6. Staff will remain at their assigned duties, unless otherwise informed.
7. Parents will be informed using all possible means of communication.
8. Only the superintendent, or the designee, can legally authorize the closing of school. If this decision is made, information will be provided to:
 - The police department
 - All district schools and neighboring schools
 - Parents, students and staff
 - The bus transportation company
 - Media outlets, if appropriate

Fire/Smoke/Gas Odor

Procedures for a fire/smoke/gas odor in the building:

The first person who is aware of a fire/smoke/gas odor should pull the fire alarm, contact the building administrator (the 911 call will be made from the office), and attempt to evacuate the area.

1. During an evacuation teachers must take their class roster with them. Close doors, but **do not lock the classroom door**.
2. If there is a smell of gas, **do not use** radios, cell phones, fire alarms, turn lights on or off, or otherwise create static within the building, as it may cause an explosion.
3. Lead all students in an orderly manner out the designated fire exit. Do not allow students to stop at their lockers.
4. The first person to reach any door should check to see if the door is hot. If the door **is not** hot proceed out the door with caution, keeping low to the floor until everyone has reached a safe area. If the door **is** hot take an alternate route out of the building.
5. At the safe area, teachers should check their attendance roster and report any missing or extra students to the administration, who will send runners to each group for this information.
6. Teachers are to closely supervise students while in the safe area, ensuring that students do not block routes used by emergency personnel and that students do not re-enter the building until authorized to do so.
7. While it will usually be possible for students and staff to walk to nearby facilities, the principal will notify the transportation company as appropriate.
8. The principal and custodial staff, upon advice of fire officials, should consider closing of heating, cooling and ventilation systems.
9. The superintendent reports the incident to the state fire marshal, as required by law.

Hazardous Materials

Procedures for onsite chemical accidents:

1. The staff member who discovers the spill should evacuate the area if the spill is indoors and report to the building principal.
2. For spills occurring within the building, the principal, building and grounds coordinator and knowledgeable staff will determine the nature of the chemical, where it is located, and whether or not it is spreading. If possible, contain the spill but DO NOT attempt to clean up the spill - leave that for trained personnel.
3. Call 911 (the fire department will contact the local hazardous materials team). Immediately notify the building administrator and the school resource officer (SRO) of the accident.
4. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure. Gather as much information as is possible from the victim(s). Pass that information on to trained medical personnel (i.e. school nurse, EMTs, fire fighters, police)
 - If chemical has come into contact with skin or eyes, flush for at least 15 minutes.
 - Locate and review Material Safety Data Sheets (MSDS).
 - Evaluate ventilation options to limit exposure, which may include shutting off air handlers or opening windows in the contaminated area.
5. If it becomes necessary to evacuate the building, follow the fire evacuation plans unless directed otherwise due to the location of the spill.
6. Document all actions taken and report incident to Minnesota Duty Officer (800-422-0798 or 651-649-5451).

Procedures for chemical accidents outside, but near, a school building:

1. Local officials will notify and keep the building principal apprised of what procedures to follow in the event there is an overturned tanker, train derailment, chemical fire, broken fuel line, gas leak, etc.
2. Keep students in school until otherwise advised.
3. If students are outside, implement **Reverse Evacuation** procedures (page 9).
4. Implement **Shelter-in Place** procedures (page 12) as appropriate.
5. Close all doors and windows and turn off outdoor ventilation units, unless otherwise instructed by officials.

Hostage

Procedure for a hostage situation:

1. Notify building principal of situation immediately.
2. Keep all students in their classrooms until further notice.
3. Wait for further instructions.

If taken hostage:

1. Follow instructions of hostage taker.
2. Calm students if they are present.
3. Ask if students can leave.
4. Move very slowly. Attempt to keep some obstacles between you and the hostage taker.
5. Make no sudden, unannounced moves
6. Maintain a non-threatening pose. Keep hands at side.
7. Do not maintain constant eye contact.
8. Keep talking, asking, and listening. At some point, talk about the fact that no one needs to be harmed and that neither of you, nor anyone else intends to harm them.

Principal will:

1. Initiate **Lock-down with Intruder** procedures (see page 8).
2. Contact the school resource officer or the local law enforcement agency (389-4879, 911, or police dispatch: 888-860-8250) and provide the following information if known:
 - Identity and description of the individual
 - Description and location of incident
 - Number of hostages
 - Number of injuries
3. Seal off area near the hostage scene. Students should be moved from exposed areas or classrooms to safer areas of the building.
4. When law enforcement arrives, they will take control of the situation. Continue to coordinate with law enforcement as needed.
5. Document all actions taken.

Medical Emergencies

Procedures when a death or serious injury of a student or staff person occurs on school property:

1. Call 911, and specifically request an ambulance. Do not leave the victim unattended.
2. Call for assistance from building health services.
3. Render first aid assistance, if trained.
4. Do not move victim unless evacuation is absolutely necessary and try to isolate the victim.
5. Notify building administrator.
6. The building administrator will notify the superintendent.
7. Activate the school Crisis Response Team.
8. The building administrator or police department will notify parent(s)/guardian(s) of victim.
9. The building administrator will determine method of notifying students, staff and parents.
10. Refer media to the superintendent.

Procedures when a death or serious injury of a student or staff person has occurred off school property:

1. Activate the school Crisis Response Team.
2. Notify staff by using the Instant Alert system if the incident has occurred outside of normal school operating hours.
3. Establish a method of notifying students and parents.
4. Refer media to the superintendent.

Post-crisis intervention:

1. Convene the school Crisis Response Team.
2. Determine level of intervention for staff and students.
3. Establish counseling areas for students and staff in need of assistance.
4. Plan for changes in the normal school routines, such as schedule changes.
5. Follow up with students and staff who have visited with counselors.
6. Designate staff person(s) to attend funeral if a death has occurred.
7. Develop a plan for follow-up with the family of the victim.

Pandemic Flu/Highly Contagious Illness

Procedures when the responsible authority declares a pandemic for the State or local area:

1. Superintendent will decide to activate pandemic flu plan and activate crisis response team.
2. In the absence of the responsible authority issuing a school closure order, the superintendent, in consultation with the School Board, will determine when to close school due to the risk of spreading the illness. If this decision is made, information will be provided to:
 - The police department
 - All district schools and other schools in close proximity
 - Parents, students and staff
 - The bus transportation company
 - Media outlets, if appropriate
3. In the event of extended school closure, the school may make online learning or other at home learning options available.
4. Prior to reopening, the school buildings should be cleaned according to guidance from health officials.

Procedures when serious illness is suspected:

1. Send the sick individual immediately home or to the school nurse, who should quarantine the individual until a diagnosis is made. If a serious illness is confirmed, contact the superintendent immediately and notify local health agencies.
2. Students and staff should wash their hands thoroughly and frequently. The surfaces in the classrooms should be disinfected according to guidance from health officials.

Suicide/Suicide Threat

Procedures when a student talks about suicide:

Each building has a Crisis Response Team (See **Appendix E**). One of the responsibilities of that team might be to respond to a suicide or attempted suicide. The members of the Crisis Response Team are listed in **Appendix F**. In the case of a suicide or attempted suicide, everyone who has knowledge of the situation automatically bears a responsibility to respond.

1. Staff are to inform the principal/program supervisor, the counselor or the SRO if they overhear a remark, see a written message or witness behavior that might indicate suicidal ideology.
2. Staff should remember to avoid a panic reaction, stay calm, and listen.
3. Promote a climate of trust.
4. Inform the student that the information must be shared with the Crisis Response Team. (Use appropriate individuals - parent, therapist, etc.)
5. Peer reports receive the same consideration as staff and other referrals.
6. Confidentiality issues: Personal information should be handled discreetly and sensitively among staff. The Crisis Response Team should decide who is in the best position to be supportive and caring to the possible victim. A release of Information Form from the parents is required for staff to share information with a treatment agency. Provide documentation of student's behavior for confidential file kept by the Crisis Response Team.

Procedures for an imminent life threatening situation:

If a person has the means to hurt or has already hurt him/herself, and as a result is considered to be in an imminent life threatening situation:

1. **Call 911** - specify the building and closest door number.
2. **Perform first aid** as necessary, if appropriately trained.
3. Activate the Crisis Response Team.
4. Be supportive and calm.
5. **Do not leave the suicidal person unattended.**
6. Attempt to isolate the suicidal person until the suicide intervention staff (i.e. Rum River Health Services) arrives.

Terroristic Threat (Bomb, Chemical, Biological)

Procedures for a terroristic threat recipient:

1. **If you receive a terroristic threat by written message:** Preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag. If a bag is not available, secure in a desk drawer.
2. **If you receive a terroristic threat by phone:** Keep the caller on the line as long as possible. Use the TERRORISTIC THREAT REPORT FORM, **Appendix A**, located in the back of this booklet, to guide your questioning.
3. By a prearranged signal (write **"T-Threat: Notify principal and school resource officer"** on a piece of paper) alert another staff member to immediately and privately convey the message to the building administrator and the school resource officer. Give any additional information relevant to the immediate conditions of the threatening message (i.e., type of threat, urgency). This must be done as quickly as possible.
4. The staff member talking to the person making the terroristic threat should pay particular attention to any strange or peculiar background noises, such as: motors running, background music and the type of music, and any other noises which might give even a remote clue as to the place from which the call is being made.
5. Listen closely to the voice (male/female), voice quality, accents and speech impediments.
6. **Report the information from the call only to the person(s) so designated (principal, counselor, or school resource officer) to receive this information.**
7. The person who received the call must immediately complete the **Terroristic Threat Report, Appendix A**, located in the back of this booklet. Sign and submit this report to the building principal.
8. The principal and appropriate officials will determine whether or not to go to lockdown procedures or to evacuate the building.

Terroristic threat (Bomb, Chemical, Biological) procedures after reporting:

1. After the threat has been reported to the police, staff in the building will secure their classrooms. The building principal or his/her designee will announce over the PA system: **"Attention all staff! Please secure your students and your door immediately! Conduct a visual check of your area for unfamiliar objects."** This message will be repeated **three** times. This means staff follows LOCK-DOWN procedures. See **Lock-down** procedures in this booklet (page 8).

Do not use cell phones, radios, or fire alarm system because of risk of activating a device.

Terroristic Threat (Bomb, Chemical, Biological)

Terroristic threat (Bomb, Chemical, Biological) procedures after reporting (cont.):

2. When the police have checked all exits and secured the outside of the building, students and staff will be evacuated following normal fire exit plans, unless otherwise instructed.
3. The principal will make the following evacuation announcement:

“MAY I HAVE YOUR ATTENTION, PLEASE! WE ARE ABOUT TO EVACUATE THE BUILDING. YOU ARE TO GO IMMEDIATELY OUT OF THE BUILDING AS PER FIRE DRILL PROCEDURES (UNLESS OTHERWISE DIRECTED). DO NOT, UNDER ANY CIRCUMSTANCES, GO TO YOUR LOCKER. PLEASE EXIT NOW.”

4. Classroom teachers/supervisors will follow EVACUATION procedures. See **Evacuation** procedures in this booklet (page 7).
As soon as possible, staff will escort students to determined locations.
5. If a threat is received when students are already outside the building a representative will be sent from the office to inform the staff in charge of supervising students.
 - The staff members should keep the students outside the building and move them to the designated safe site.
 - Teachers, whose students are outside, should take their attendance rosters and join their students at the designated safe area as soon as they have been cleared to leave the building.
 - If possible, teachers should have their class assemble at the evacuation site.
 - Attendance should be taken, making note of students who are missing, and any additional students in your classroom.
6. Teachers will supervise students during the evacuation and any period of time students must be held at a separate site during building inspection.
7. The decision to return to the building will be based upon the report of an “all clear” status, provided by law enforcement officials. The order for staff and students to return to the building will be made by the principal or his/her designee. Faculty will escort the students back to the building to resume class.
8. A single letter of explanation will be drafted and mailed home to all parents of students in the building involved in the bomb threat. The superintendent of schools will be the official spokesperson to the media.
9. Staff members will refer all questions regarding the incident to the superintendent of schools.

Vandalism/ Burglary/Trespasser

Procedures for vandalism/burglary:

1. When an act of vandalism or burglary has been discovered, do not enter the building; go to the nearest phone and call the police - 911.
2. If you have entered the building and find there has been a break-in, do not touch anything. Notify the building principal and the police. Wait for the police to authorize clean up and/or repairs.
3. If you discover the break-in at a time when other staff are not in the building (e.g., weekend), leave the building immediately, and contact the principal and the police department (911).
4. The custodial department should secure the building after the police or sheriff's office has completed their preliminary investigation, and make arrangements to clean up and repair damage as necessary. The building principal, building and grounds coordinator and lead custodian will compile an inventory of damage done or items stolen. If possible, photograph the damage for insurance purposes. Information related to damages or loss must be reported to the business office. The building and grounds coordinator should summarize the event and develop repair and replacement cost estimates relative to building damage. This report should be submitted to the business office no later than 48 hours following the event (excluding weekends and holidays).

Procedures for dealing with an intruder (non-aggressive):

1. If possible, attempt to have another staff person accompany you when confronting the intruder.
2. Speak to the individual from a safe distance. Question the individual as to his/her business on school grounds. Be polite, but persistent.
3. Advise the individual that all visitors must check in through the main office. Do not allow the individual to proceed by him/herself. Escort him/her to the main office.
4. If the person appears to be argumentative, threatening, armed, dangerous, or in an abnormal state of mind, follow the procedures for an **Armed/Violent Intruder** (page 13).

Weapons

Procedure if a student or staff member is aware of a weapon brought to school:

1. Immediately notify the school resource officer, building administrator, teacher and police department--911.
2. Tell the school resource officer, building principal, or teacher the name of the person suspected to have brought the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself/herself.
3. If a teacher suspects that a weapon is in the classroom, he/she should not leave the classroom. If possible, the teacher should confidentially notify the school resource officer and building administrator. If this is not possible, then inform a neighboring teacher who should report to the school resource officer and the building administrator in a confidential manner. **DO NOT LEAVE THE CLASSROOM!** Do not call attention to the weapon.

Procedures for the building administrator if a weapon is suspected:

1. Contact the school resource officer or the local law enforcement agency (389-4879, 911, or police dispatch: 888-860-8250) if a weapon is reasonably suspected to be in the building or on school grounds.
2. Ask another administrator or school resource officer to join you in questioning a suspected student or staff member.
3. If you feel other students and staff are at risk, initiate **lock-down** procedures (See **Armed/Violent Intruder** section of this booklet, page 13).
4. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
5. If it is safe, accompany the suspect to a private office to wait for police.
6. Keep detailed notes of events, including why the search was conducted. Document the incident, per reporting requirements established in Minnesota Statutes. Notify parents(s)/guardian(s), if the suspect is a student. Explain why the search was conducted and the results of the search.

APPENDIX A1
Terroristic Threat Report Form (page 1 of 2)

Procedures for Person Receiving a Bomb Threat or Other Terroristic Threat:

Remain calm and collect as much information as possible.

1. Record time and date of the call.
2. Listen politely. Do not interrupt the caller.
 - Be sympathetic to caller.
 - Express concern for loss of life.
 - Listen for accent or impaired speech.
3. Immediately begin taking notes on caller information.
4. Use bomb threat call checklist.

Bomb/Terroristic Threat Call Checklist:

Questions to Ask

1. When is the bomb going to explode? _____
2. Where is it right now? (building/location) _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____
9. Where are you? _____
10. Exact wording of the threat: _____

11. Date of the call? _____
12. Time of the call? _____
13. Gender of the caller? _____
14. Approximate age of caller? _____
15. Phone number where call was received? _____

APPENDIX A2
Terroristic Threat Report Form (page 2 of 2)

Caller's voice (circle all that apply):

calm	angry	excited	raspy	deep
breaths	loud	laughter	crying	rapid
cracking	accent	stutter	lisp	distinct
disguised	soft	broken	slow	familiar
nasal	slurred	normal	ragged	other:

If the voice was familiar, who did it sound like?

Background sounds (circle all that apply):

clear	office	street noise	factory	static
local	motor	house noise	long distance	other: _____
music	crowd	animal noise	vehicles	_____
voices	airplanes	phone booth	PA system	_____

Threat language (circle all that apply):

well-spoken (educated) foul irrational incoherent

message read by threat maker? taped? accent?

Did caller indicate knowledge of the building? yes no

If yes, what? _____

Additional (Include any additional information you can remember, regardless of how insignificant you might believe it to be.)

Name and Signature of person completing this form:

APPENDIX B
Emergency Telephone Numbers

EMERGENCY FIRE, AMBULANCE, POLICE	911
Princeton Police (non-emergency)	763-389-4879
Princeton Fire Department (non-emergency)	763-389-2410
North Ambulance Service (indicate bldg. and entrance).....	763-389-2082
Mille Lacs County Sheriff	1-320-983-8250
.....	1-888-860-8250
National Weather Service	952-361-6670
Princeton Flight Service Station (watch desk).....	763-389-7110
Princeton Flight Service Station (manager).....	763-389-7101
Fairview Northland Regional Hospital.....	763-389-1313
Fairview Northland Regional Clinic.....	763-389-3344
MN Poison Control Center.....	1-800-222-1222
Mille Lacs County Social Services.....	1-320-983-8208
.....	1-888-270-8208
Fire Marshal.....	320-616-5466
City Public Utilities (electric).....	763-389-2252
Center Point Energy (gas).....	1-800-245-2377
School District School Nurse	763-389-6195
School District School Nurse (cell phone).....	763-238-1850
High School-School Resource Officer	763-389-6953
School Resource Officer (cell phone).....	763-238-1571
Middle School-School Resource Officer	763-389-6759
School Resource Officer (cell phone)	763-350-0684
Minnesota Department of Public Health	651-201-5000
Minnesota Central Student Transportation	763-631-5315
Minnesota Central Student Transportation (manager)	651-206-3066

APPENDIX C
School District Telephone Numbers and Building Call Order

District Office	763-389-2422
Superintendent	763-389-6190
Superintendent (cell phone).....	763-238-1832
Director of Business Services.....	763-389-6183
Director of Teaching and Learning	763-389-7278
Human Resources Coordinator	763-389-6181
Director of Community Education	763-389-6199
Building & Grounds Coordinator	763-389-6187
Special Education Coordinator	763-389-6191
Food Services Director	763-389-6162
School District Nurse	763-389-6195
Princeton High School	763-389-4101
Principal.....	763-389-6010
Principal (cell phone)	763-238-1830
School Resource Officer	763-389-6953
School Resource Officer (cell phone)	763-238-1571
Assistant Principal	763-389-6021
Assistant Principal	763-389-6015
Activities Director	763-389-6047
Secretary	763-389-6011
Lead Custodian	763-389-6006
Princeton Middle School.....	763-389-6704
Principal.....	763-389-6750
Principal (cell phone)	763-238-1833
School Resource Officer.....	763-389-6759
School Resource Officer (cell phone)	763-350-0684
Assistant Principal	763-389-6751
Secretary	763-389-6705
Lead Custodian	763-389-6747
North Elementary School.....	763-389-6801
Principal.....	763-389-6802
Principal (cell phone)	763-238-1835
Secretary	763-389-6854
Lead Custodian	763-389-6851
South Elementary School	763-389-6901
Principal.....	763-389-6902
Principal cell phone	763-238-1834
Secretary	763-389-6903
Lead Custodian	763-389-6943

APPENDIX D
MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

“Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

School District Policy 414 defines neglect, physical or sexual abuse. This policy is located online at www.princeton.k12.mn.us.

REPORTING PROCEDURES

- A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
 - Minnesota Department of Education Reporting Hotline.....651-582-8546
 - Benton County Human Services..... 1-320-968-5087
 - Mille Lacs County Social Services..... 1-888-270-8208
 - Sherburne County Social Services 1-800-433-5239
 - Stearns County Human Services..... 1-320-656-6000

- If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter’s employment, or the child’s access to school.

- Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney’s fees.

APPENDIX E

CRISIS RESPONSE TEAM RESPONSIBILITIES

Procedures to be used by members of the Crisis Response Team:

1. Notify principal or designee immediately upon learning of the crisis.
2. Refer all media, governmental agency and citizen inquiries to the superintendent.
3. The principal or designee will notify crisis team and set a team meeting.
4. The principal or designee will notify staff via a staff meeting or the telephone tree.
5. The Crisis Response Team will meet to plan support services:
 - Assistance from additional district staff
 - Community resources to assist school staff
 - Parent, close friend contact and support
 - Process of informing student body
 - Role of classroom teachers
 - Location of Crisis Response Team for staff and students
 - Hospital visitation or funeral attendance
 - Memorials
 - Personal effects of victim
 - Contact with parents/relatives
 - Follow-up meeting to process events of the day
6. General guidelines to follow when responding to student questions:
 - Allow the principal to take the lead with an announcement.
 - Be complete, direct, truthful and factual, in accordance with information presented by the principal.
 - Remind students to focus on the facts, not the rumors.
 - Respect the sensitivity of the issue.
 - Offer suggestions regarding appropriate ways and venues to discuss and process the issue.
 - Be aware of verbal and nonverbal student responses and seek assistance from the Crisis Response Team when necessary.
 - Serve as a role model in dealing with the issue.
 - Advise students they are under no obligation to speak to representatives from the media.

APPENDIX F
District-Wide Crisis Response Team Members

District Office

Superintendent	763-389-6190
Superintendent (cell phone).....	763-238-1832
Director of Business Services	763-389-6183
Buildings and Grounds Coordinator.....	763-389-6187
Human Resources Coordinator	763-389-6181
School District Nurse	763-389-6195

High School

Principal.....	763-389-6010
Principal (cell phone)	763-238-1830
School Resource Office	763-389-6953
Assistant Principal	763-389-6021
Assistant Principal	763-389-6015
Counselor	763-389-6016
Counselor	763-389-6017
Counselor	763-389-7262
School District Nurse	763-389-6195

Middle School

Principal.....	763-389-6750
Principal (cell phone)	763-238-1832
School Resource Officer.....	763-389-6759
Secretary	763-389-6705
Assistant Principal	763-389-6751
Counselor	763-389-6753
Counselor	763-389-6739
Lead Custodian	763-389-6747
School District Nurse	763-389-6195

North Elementary

Principal.....	763-389-6802
Principal (cell phone)	763-238-1835
Secretary	763-389-6854
Media Specialist	763-389-6813
Social Worker	763-389-6814
School District Nurse	763-389-6195

APPENDIX F (continued)
District-Wide Crisis Response Team Members

South Elementary

Principal.....	763-389-6902
Principal (cell phone).....	763-238-1834
Social Worker.....	763-389-6934
Teacher – Jeff Beckers.....	763-389-7244
Teacher - Ann Jorgenson.....	763-389-6913
School District Nurse.....	763-389-6195

Community Resources

Chaplain, Fairview Northland Regional Hospital.....	763-389-6405
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Employee Resources

Midwest EAP Solutions.....	800-383-1908
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APPENDIX G

Staff and Student Responsibilities -- Any Disaster

General knowledge: Pulling a fire alarm will automatically evacuate the building and will also notify officials of a crisis. This activates both the fire and police departments. A call must also be made to give them information as to the exact type and extent of the emergency, and its location. Once that fire alarm is activated, only police and fire personnel can declare the building safe to re-enter.

Prior to a crisis:

Principals and Crisis Response Teams should pre-determine:

- *Where your building's command center will be located, should you need to move to another site.*
- *How many buses would be needed to move the students from each building to a safe site and where they will be loaded.*
- *To what site each building's occupants will be moved. Do not make this information public.*
- *Who will be responsible in the building administrator's or manager's absence and rehearse with that person.*
- *If additional assistance will be needed to evacuate special needs people.*
- *How parents will be notified and by whom.*

Teachers/Staff:

- *Think about alternate routes in case you find the normal fire drill route blocked.*
- *Attend Crisis Management training and then rehearse in your mind what you must do in each of these crisis situations so that you will be better prepared.*
- *Stress to students that it is essential for them to follow your directions in any crisis.*
- *Become familiar with the outside numbering of the building's doors, particularly those close to your classroom.*

Any disaster:

Building administrator or designee:

1. Verify information, if possible, but don't waste too much time on this.
2. Call 911 (if necessary).
3. Seal off high-risk areas.
4. Convene Crisis Response Team and implement crisis response procedures
5. Notify superintendent and the transportation company
6. Notify students and staff.
7. Evacuate students and staff or relocate to a safe area within the building, if necessary.
8. Refer media to district spokesperson (or designee).

APPENDIX G (continued)
Staff and Student Responsibilities -- Any Disaster

9. Notify community agencies, if necessary.
10. Implement post-crisis procedures.
11. Keep detailed notes on the crisis event.
12. Notify parents/guardians in accordance with district policies.

Teachers/Staff:

1. Attempt to verify information related to the event.
2. Pass information on to law enforcement authorities and the building principal.
3. Lock classroom doors when lock-down procedures are implemented.
4. Pass warnings on to students, if advised to do so.
5. Account for all students.
6. Stay with students during an evacuation.
7. Supervise students at the safe site.
8. Secure, and keep close at hand, the appropriate class roster.
9. Refer media to district spokesperson (or designee).
10. Keep detailed notes of the crisis event.
11. Complete the appropriate report(s), if relevant (e.g., Bomb/Terroristic Threat Report Form), and submit to the building principal.
12. Keep students on site to allow local investigators to conduct interviews and accurately document the events.

Students:

1. Follow all directions given by law enforcement authorities, school staff and administration.
2. Cooperate with school administration and local authorities by providing information related to the crisis.
3. Remain in designated safe area until an all clear status is declared by school officials and local authorities.
4. Respect the safe site facility and it's occupants by demonstrating appropriate behavior through words and actions.

APPENDIX H
Primary Alternative Safe Locations

St. Edwards Catholic Church.....	763-389-2115
Immanuel Lutheran Church	763-238-1420
Trinity Crossing.....	763-389-9438
New Life Church	763-631-4858
Princeton Youth Hockey Arena.....	763-389-5142
Other School District Buildings as appropriate	

APPENDIX I Student Release

When implementing student release procedures, *Principals or a designee* will be responsible for the following:

1. Designate a location for release of students with authorized adults (i.e. parents, legal guardians or other authorized family members). Principal or designee will notify district office and parents of designation location.
2. Work with emergency responders to provide traffic control. Direct traffic away from primary routes of emergency responders and remove vehicles blocking emergency routes.
3. Assign staff to monitor designated location and record release of students.

Teachers/Staff:

When an adult reports to request the release of student(s):

1. Ask for the name of the student.
2. Request a picture ID to verify the identity of the adult.
3. Verify that her/she is authorized for release on the Student Emergency /Release card.
 - a. As a general rule, do not release students to people not listed on the student emergency card. Contact parent or legal guardian to verify that the release is authorized. Document verbal authorization.
 - b. Document to whom the student has been released along with the date and time. Obtain the signature from the adult.
4. Assigned staff will gather the requested student from the designated location.

MAPS

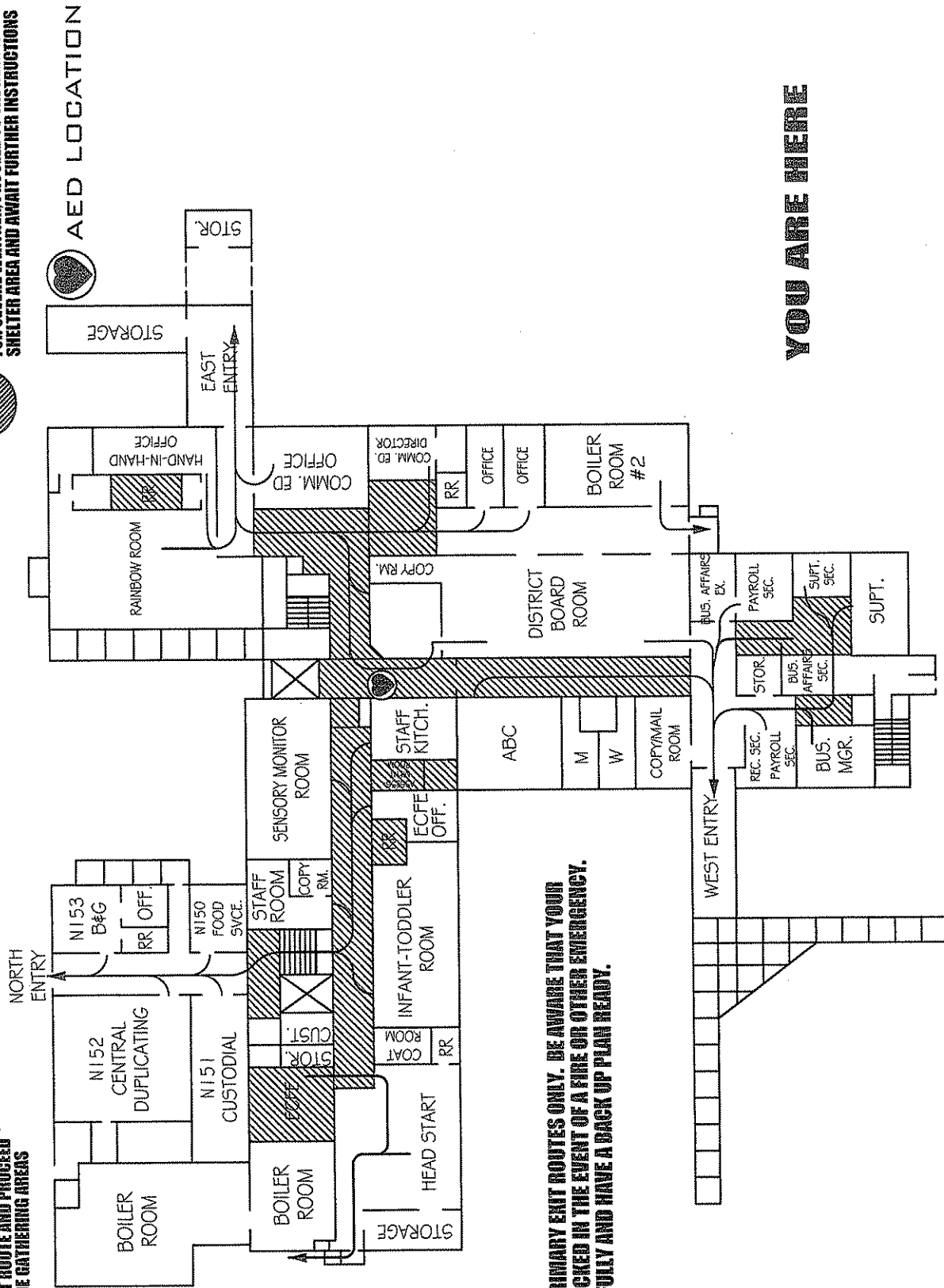
EMERGENCY EXIT ROUTES

CAREFULLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS

GATHERING AREA:
NORTH PARKING LOT

SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS



PLEASE NOTE!

THIS MAP INDICATES PRIMARY EXIT ROUTES ONLY. BE AWARE THAT YOUR EXIT ROUTE MAY BE BLOCKED IN THE EVENT OF A FIRE OR OTHER EMERGENCY. STUDY THIS MAP CAREFULLY AND HAVE A BACK UP PLAN READY.

YOU ARE HERE



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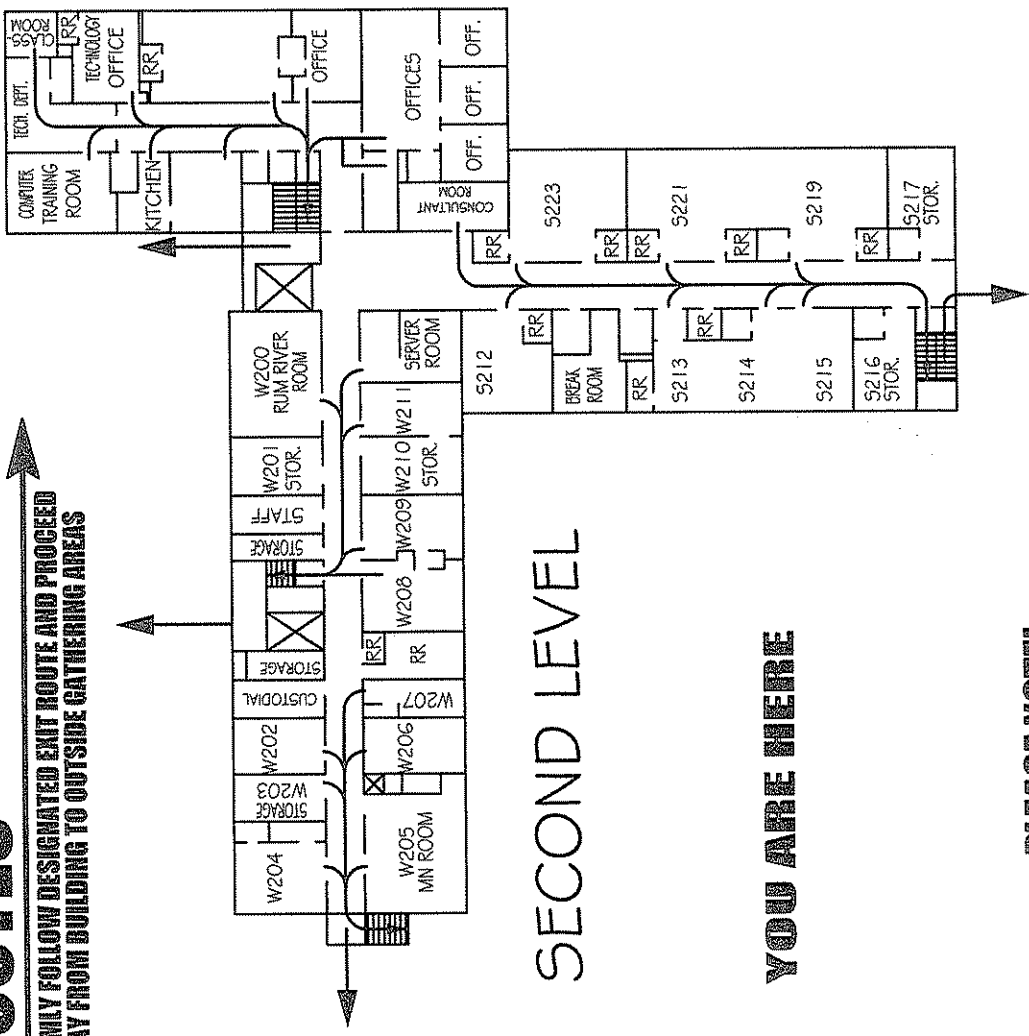


DISTRICT OFFICE BUILDING

MAIN LEVEL FLOOR PLAN | Princeton ISD #477
NOVEMBER 2009

EMERGENCY EXIT ROUTES

CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS



SECOND LEVEL

YOU ARE HERE

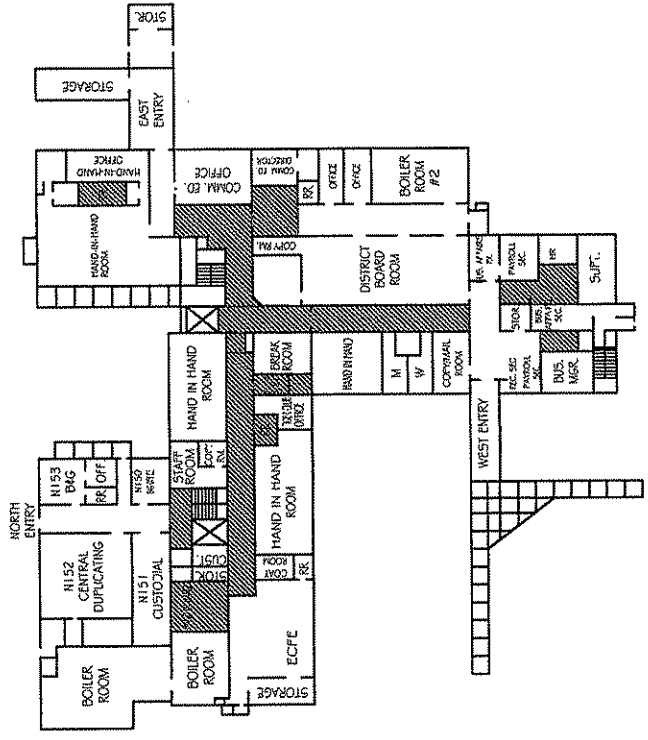
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SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST MAIN LEVEL SHELTER AREAS SHOWN AT BOTTOM RIGHT



MAIN LEVEL



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DISTRICT OFFICE BUILDING

UPPER LEVEL FLOOR PLAN | Princeton ISD #477 | AUGUST 2009

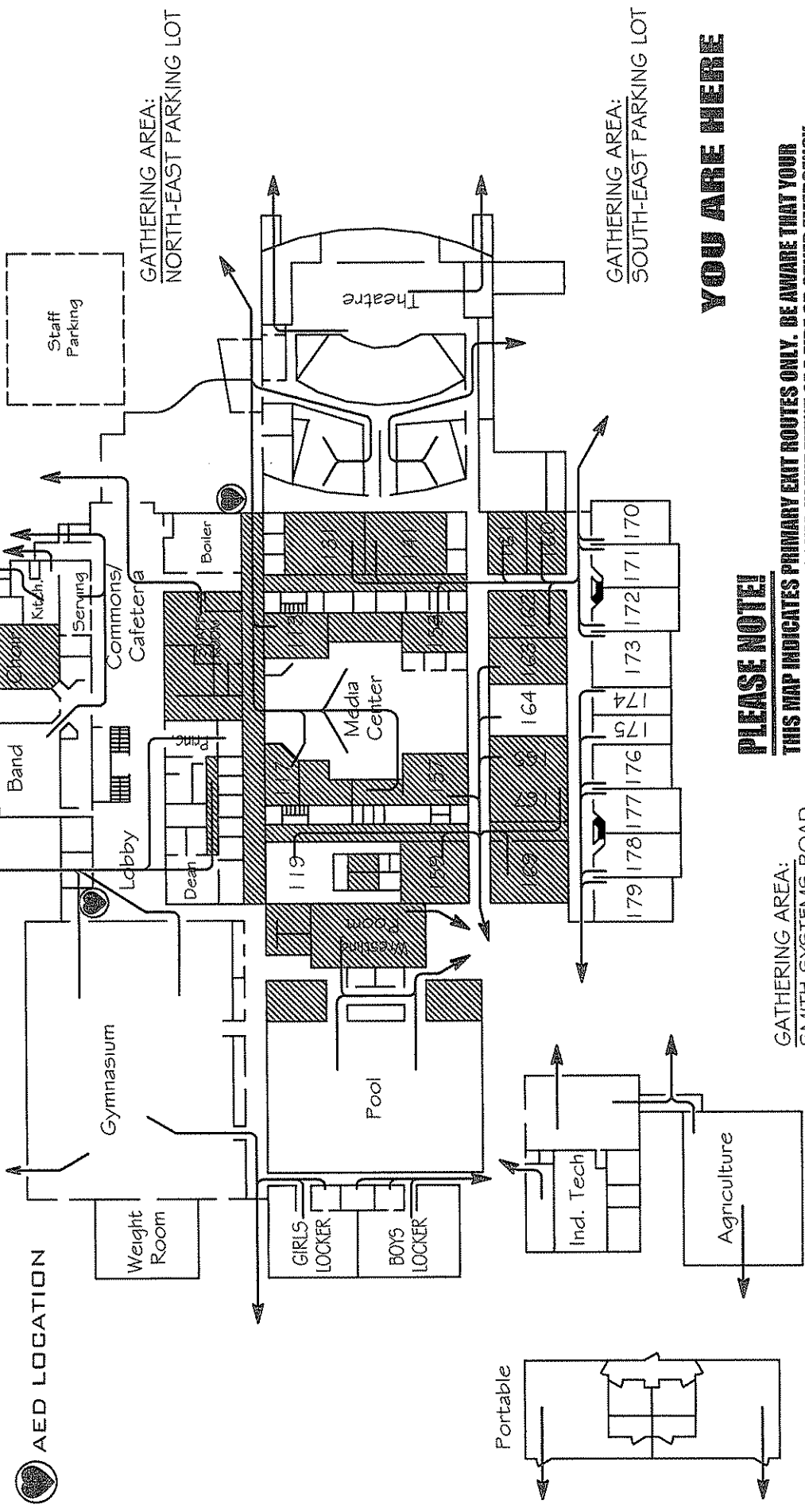
EMERGENCY EXIT ROUTES

GATHERING AREA:
NORTH PARKING LOT

CALCULY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS

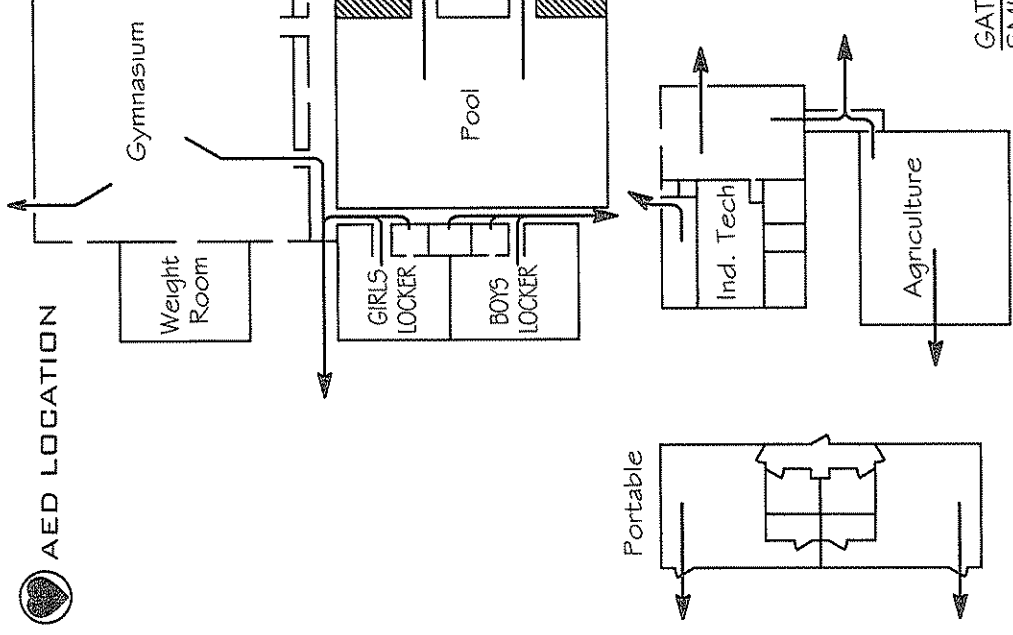
SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO YOUR DESIGNATED SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS



EMERGENCY EXIT ROUTES

CALCULY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS



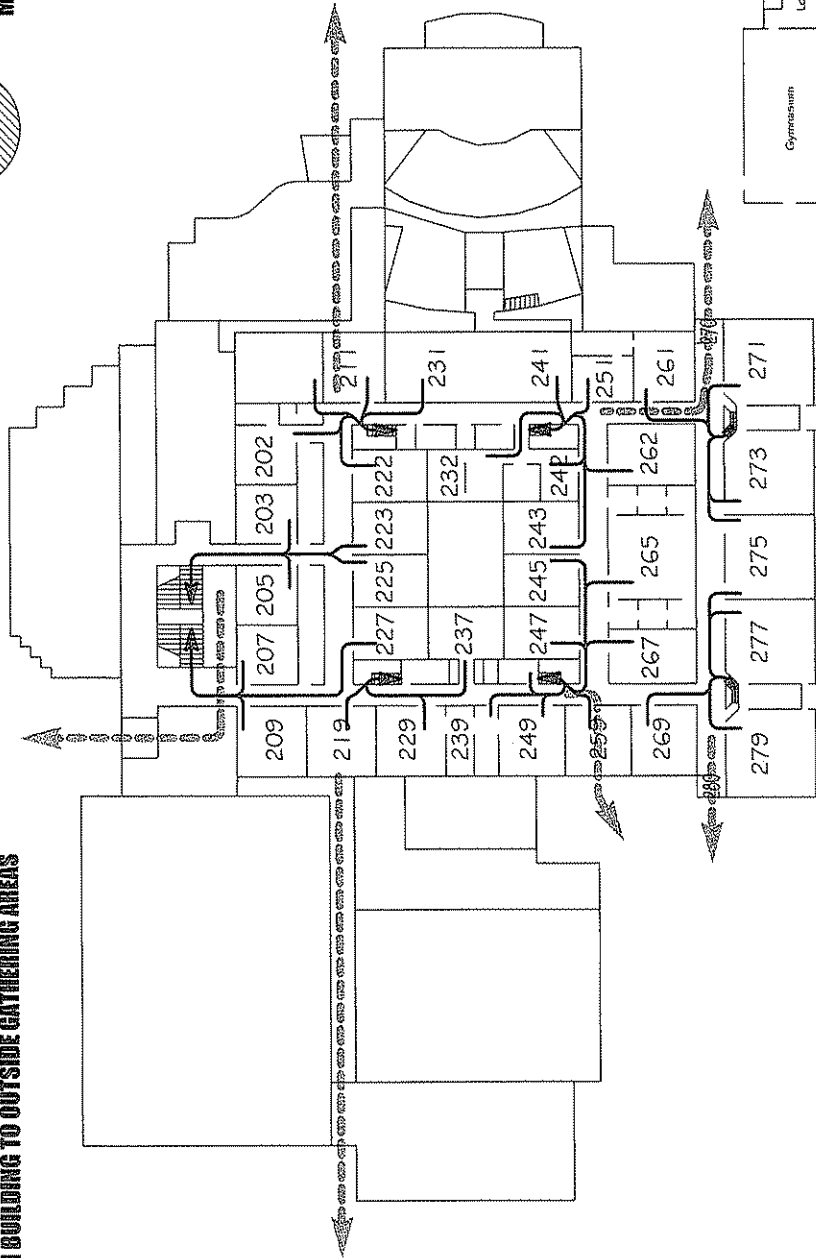
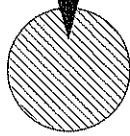
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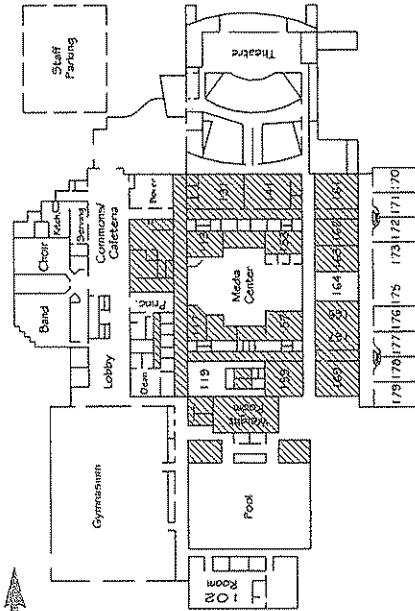


SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST MAIN LEVEL SHELTER AREAS SHOWN AT BOTTOM RIGHT



MAIN LEVEL



PLEASE NOTE!

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YOU ARE HERE



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PRINCETON HIGH SCHOOL

SECOND LEVEL FLOOR PLAN | Princeton ISD #477
September 2014



EMERGENCY EXIT ROUTES

CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS



AED LOCATION

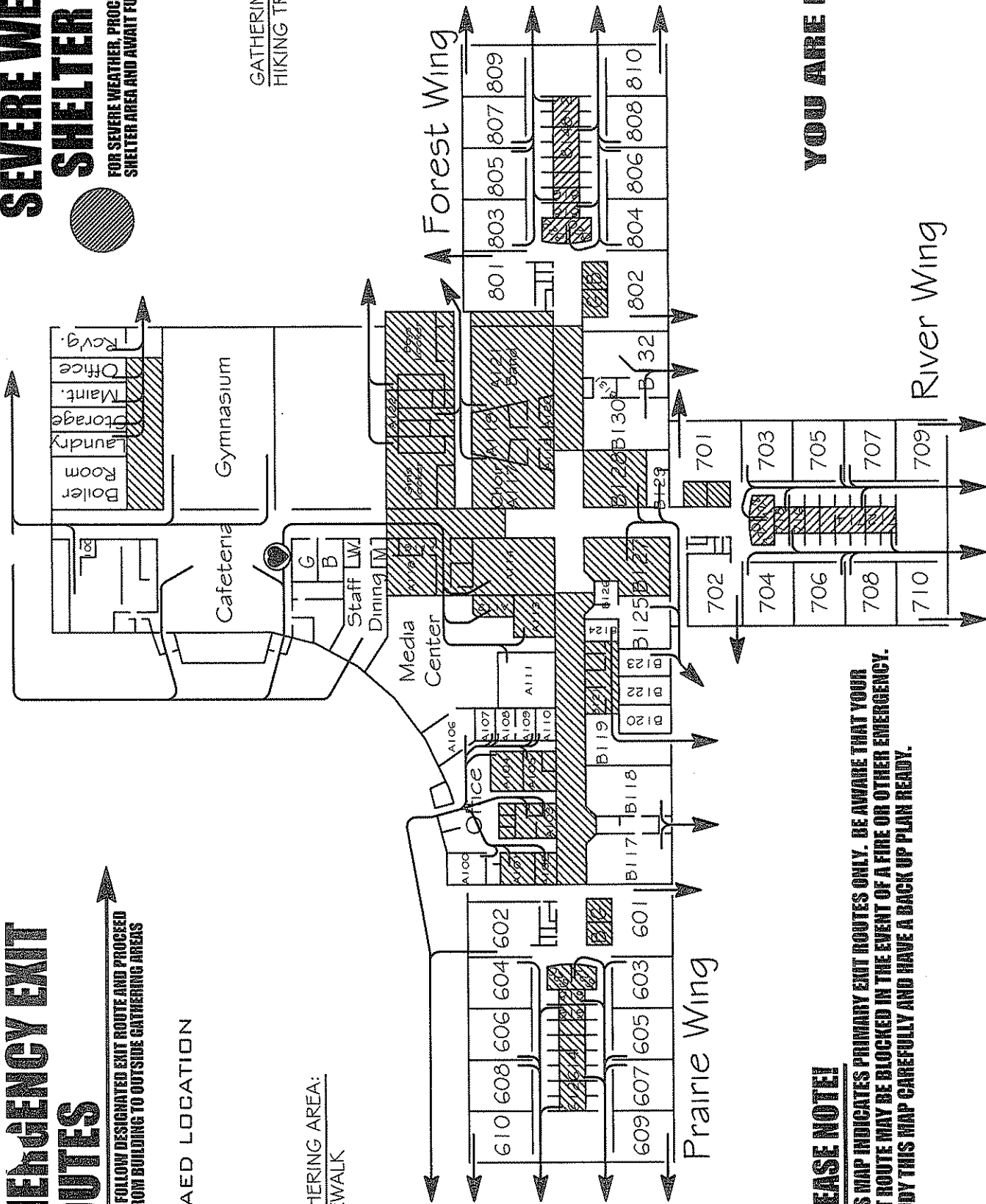
SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS



GATHERING AREA:
HIKING TRAIL

GATHERING AREA:
SIDEWALK



YOU ARE HERE

PLEASE NOTE!
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PRINCETON MIDDLE SCHOOL

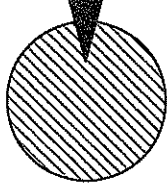
MAIN LEVEL FLOOR PLAN | Princeton ISD #477
NOVEMBER 2009

EMERGENCY EXIT ROUTES

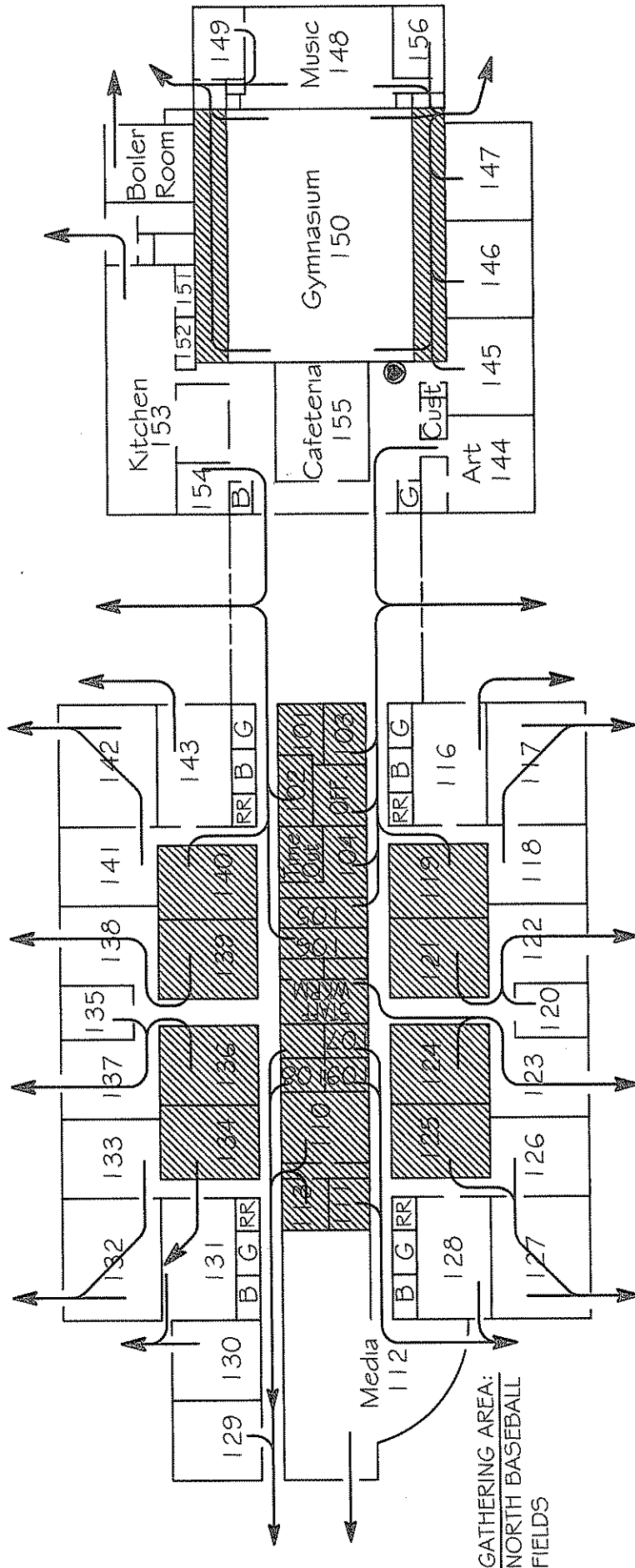
SEVERE WEATHER SHELTER AREAS

GATHERING AREA:
EAST BASEBALL FIELDS

FOR SEVERE WEATHER, PROCEED TO YOUR DESIGNATED SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS



CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS



GATHERING AREA:
MAIN PARKING LOT



AED LOCATION

PLEASE NOTE!

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NORTH ELEMENTARY SCHOOL

MAIN LEVEL FLOOR PLAN | Princeton ISD #477
NOVEMBER 2009



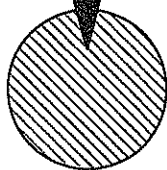
EMERGENCY EXIT ROUTES

GATHERING AREA:
BASEBALL FIELD

SEVERE WEATHER SHELTER AREAS

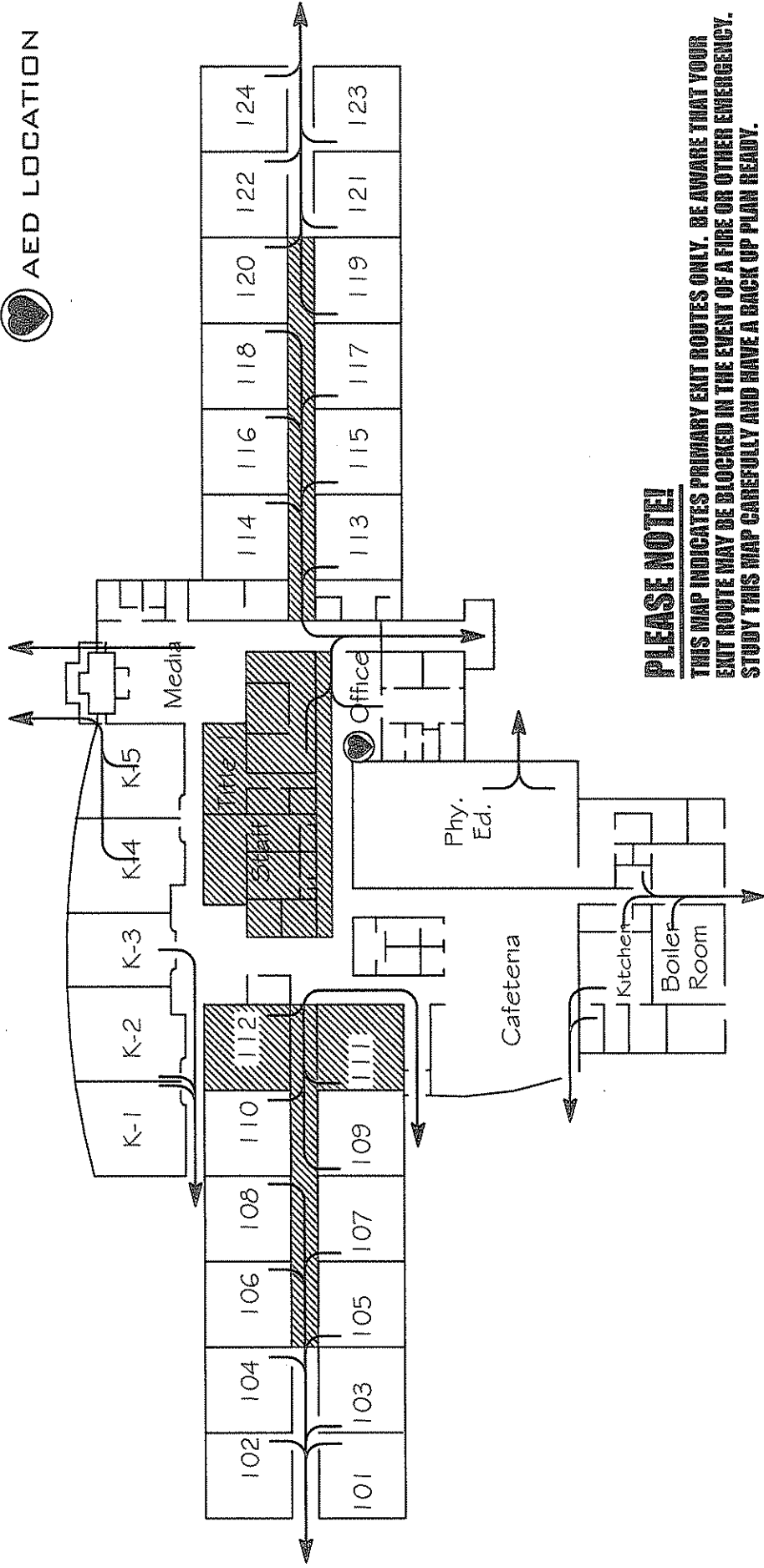
CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS

FOR SEVERE WEATHER, PROCEED TO YOUR DESIGNATED SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS



○ OUTSIDE/SECONDARY SHELTER AREAS

● AED LOCATION



PLEASE NOTE!
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SOUTH ELEMENTARY SCHOOL
MAIN LEVEL FLOOR PLAN | Princeton ISD #477
NOVEMBER 2009

PRINCETON PUBLIC SCHOOLS**VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES****I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. RESPONSIBILITY

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school

officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Adopted: August 10, 2010
Reviewed: June 25, 2013

Princeton School District
HEALTH AND SAFETY POLICY #807

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards

existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management
 - 22. Laboratory Safety Standard/Chemical Hygiene Plan
 - 23. Lead

24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The Superintendent or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as

may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: Princeton Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
Princeton Policy 701 (Establishment and Adoption of School District Budget)
Princeton Policy 806 (Crisis Management Policy)

Reviewed: June 25, 2013

807 South Eighth Avenue
Princeton, Minnesota 55371-2163
Phone (763) 389-4101
FAX (763) 389-5816
www.princeton@isd477.org

PRINCETON HIGH SCHOOL OFFICE HOURS

7:30 a.m. to 4:00 p.m.

MISSION

To develop the potential in each person through academic & co-curricular excellence.

VISION

No boundaries to learning.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Princeton Schools will Provide equal educational opportunity to all students served by the school district regardless of race, color, creed, sex, national origin, religion, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Action will be taken by the district to achieve compliance with this policy.

Should any person(s) claim that there has been a violation of this policy, they should discuss the matter with the assistant principal that services them. If the matter is not solved at this level, the complainant may discuss grievance procedure with the principal. If the issue is not then resolved at this level, the complaint is filed with the superintendent. (For complete policy, see District Policy 102.)

Dear Students & Parents/Guardians:

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

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

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

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

Sincerely,

Barb Muckenhirn

Principal

CRIMINAL HISTORY BACKGROUND CHECKS

The school district has adopted a background check policy, the purpose of which is to maintain a safe and healthy environment for 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 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.

EMERGENCY SCHOOL CLOSING

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00 a.m. Please check the following radio and television stations and web sites 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 98.9FM/KCML 99.9 FM
 - WWJO 98.1 FM/WJON 1240 AM
- Television:**
 - WCCO-4
 - KSTP-5/KSTC-45
 - KMSP/FOX-9
 - KARE-11
- Web sites:**
 - www.princeton@isd477.org
 - www.wcco.com
 - www.kare11.com

BOARD OF EDUCATION

Deb Ulm, Chair	763-856-4017
Craig Johnson	763-269-2006
Jeremy Miller	612-940-6838
Eric Minks	763-238-1571
Chuck Nagle	651-483-3982
Howard Vaillancourt	763-389-3627
Chad Young	763-856-5314

SUPERINTENDENT OF SCHOOLS

Julia Espe 763-389-6190

District Office

HIGH SCHOOL ADMINISTRATION

Barb Muckenhirn	-	Principal	389-6010
Emorie Colby	-	Assistant Principal	389-6015
Tricia Ford	-	Counselor/Dean	389-6016
Tami Duke, A-K	-	Counselor	389-6017
Sarah Moffat, L-Z	-	Counselor	389-6021

ACTIVITIES DIRECTOR

Darin Laabs	389-6047
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SCHOOL BELL SCHEDULE

1st Period	8:10 - 9:15
2nd Period	9:20 - 10:25
3rd Period	10:30 - 12:30

A	Passing Time	10:25 - 10:30
	Lunch	10:30 - 10:55
	Passing Time	10:55 - 11:00
	Class	11:00 - 12:05
	Directed Study	12:05 - 12:30

B	Passing Time	10:25 - 10:30
	Directed Study	10:30 - 10:55
	Lunch	10:55 - 11:20
	Passing Time	11:20 - 11:25
	Class	11:25 - 12:30

C	Passing Time	10:25 - 10:30
	Class	10:30 - 11:35
	Lunch	11:35 - 12:00
	Passing Time	12:00 - 12:05
	Directed Study	12:05 - 12:30

D	Passing Time	10:25 - 10:30
	Directed Study	10:30 - 10:55
	Class	10:55 - 12:00
	Lunch	12:00 - 12:30
	Passing Time	12:30 - 12:35

4th Period	12:35 - 1:40
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5th Period

1:45 - 2:50

2-HOUR LATE START SCHEDULE

1st Period

10:10 - 10:51

3rd Period

10:56 - 12:32

A	Passing Time	10:51 - 10:56
	Lunch	10:51 - 11:16
	Passing Time	11:16 - 11:21
	Class	11:21 - 12:02
	Directed Study	12:02 - 12:27

B	Passing Time	10:51 - 10:56
	Directed Study	10:56 - 11:16
	Lunch	11:16 - 11:41
	Passing Time	11:41 - 11:46
	Class	11:46 - 12:32

C	Passing Time	10:51 - 10:56
	Class	10:56 - 11:41
	Lunch	11:41 - 12:06
	Passing Time	12:06 - 12:11
	Directed Study	12:11 - 12:32

D	Passing Time	10:51 - 10:56
	Directed Study	10:56 - 11:21
	Class	11:21 - 12:06
	Lunch	12:06 - 12:32
	Passing Time	12:32 - 12:37

2nd Period

12:37 - 1:18

4th Period

1:23 - 2:04

5th Period

2:09 - 2:50

HIGH SCHOOL CALENDAR 2013-2014

This calendar follows the district calendar available on the website

August 28	9th Grade Link Orientation - 8:00 a.m.
August 28	PHS Open House - 4:30-7:30 p.m.
September 3	School Begins
September 3	PHS Student Pictures/Senior Class Photo
September 23	Homecoming Coronation
September 24	2-Hour Late Start/Staff Development

September 27	Homecoming w/Buffalo - 7:00p.m.
October 7	Picture Retakes
October 10	Mid-Term Grade Reports
October 14	H.S. Parent Conferences 3:30-7:30 p.m.
October 17-18	No School - MEA Prof. Convention
November 1	2-Hour Late Start/Staff Development
November 22	End of 1st Trimester
November 25-27	No School - Staff Development
November 28-29	No School - Thanksgiving Break
Dec. 23-Jan. 3	No School - Winter Break
January 6, 2014	School Resumes
January 20	No School - Staff Development
January 24	Mid-Term Grade Reports
January 28	2-Hour Late Start/Staff Development
January 30	H.S. Parent Conferences 3:30-7:30 p.m.
February 17	Presidents' Holiday - No School
March 6	End of 2nd Trimester
March 7	No School - Staff Development
March 26	2-Hour Late Start/Staff Development
April 4	Mid-Term Grade Reports
April 10	H.S. Parent Conferences 3:30-7:30 p.m.
April 14-18	No School - Spring Break
May 3	Prom
May 7	School Board Scholar Banquet - 7:00 p.m.
May 21	Senior Awards Night - 7:30 p.m.
May 26	No School - Memorial Day
May 28	Baccalaureate
May 30	Last Day for Seniors
June 5	End of 3rd Trimester-Last Day of School
June 6	Staff Work Day
TBD	Commencement - 7:00 p.m.

PRINCETON HIGH SCHOOL

ATTENDANCE PLAN

The Princeton High School staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this plan is to encourage regular school attendance.

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

Student's Responsibility

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

Parent/Guardian's Responsibility

It is the responsibility of the student's parent/guardian to ensure regular school attendance and to inform the school in the event of a student absence within 2 school days. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day.

Teacher's Responsibility

It is the responsibility of the teacher to accurately record daily attendance. It is also the teacher's responsibility to provide each student with information regarding his/her attendance during directed study on Friday of each week.

School's Responsibility

It is the school's responsibility to encourage students to attend all classes, study halls, and directed study periods. It is also the school's responsibility to inform the student's parent/guardian of the student's attendance and to work cooperatively with the parent/guardian and the student to encourage regular school attendance.

LEGAL STATUTES REGARDING ATTENDANCE

Attendance Law

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and sixteen years of age shall attend a public school or private school for not less than nine months during any school year. Students between the age of sixteen and eighteen must be eligible under MN 120A.22 Subd. 8 to withdraw from instruction.

Continuing Truant

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

Habitual Truant

Minn. Stat. 260C.007 Subd. 19 provides that a habitual truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for seven or more class periods on seven days. In cases of recurring absences the administration may request the County Attorney file a petition with the Juvenile Court pursuant to the above statute.

Truancy Procedure

1. After 3 unexcused absences a letter will be sent to parent/guardian to inform of continuing truancy, and a referral to the Family TIES social worker may occur.
2. After 7 unexcused absences a second letter of habitual truancy will be sent to parent/guardian and a Truancy Petition may be sent to the county attorney and/or a referral to a county program intended to improve attendance will be made if not done previously.
3. In addition to the above consequences, students who are truant may be assigned after school detention or may receive in school or out of school suspension.

Withdrawal Process

Parents who wish to withdraw their sixteen or seventeen year old student from instruction are required by law to meet with school personnel. The process for withdrawal from instruction is as follows:

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

Independent Student Status

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

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

Enrollment at a Particular School

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

Attendance Incentive

Students who have three, and no more, absences in any given class, including study halls and TAs, will earn an exemption from final tests. For the purposes of incentive day, two tardies equal one absence. Thus, a student who has three absences and a tardy (or additional absences) in any single class period is not eligible for the incentive. All absences except school activities will count against the incentive. The attendance incentive is about **the number** of absences, not about the *reason* for a student's absence. An appeal form is available in the office for those students who *narrowly* miss meeting the limited number of absences. Students may elect to take exams if they earn the incentive; in this case their exam scores can only *raise* their grade. Students who earn the incentive and do not wish to take exams should have a note excusing them for the day and should not attend that day.

ABSENCES

A student will be considered absent when the student is missing from school for any day or part of a day. ALL absences, excused and unexcused, count against the Incentive.

Excused Absence - Verified by both the parent/guardian and the school.

The following are examples of excused absences:

1. Illness
2. Doctor/Dentist appointment
3. Funeral of family member or close friend
4. Pre-arranged absences: Absences for family trips requested by parent or guardian and approved by the principal will be excused. Arrangements of this type should be made in advance and work should be made up before the absence occurs, if possible.

Note: After 10 cumulative excused absences a doctor's note or other verification may be required.

Unexcused absence - Those absences which cannot be classified in the above categories and/or are not approved by the school.

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

1. Failure to verify an absence within time allotted
2. Leaving school at any time without proper notification

Attendance Procedures

Parents/guardians should call the Student Attendance Line (763-389-6014) each day their son or daughter is absent. Parents/Guardians may call the Attendance line 24 hours a day and leave a message. When a student returns to school following an absence, he/she must report to the Attendance Office to have his/her planner stamped in order to be admitted to class. If no prior contact has been made, a signed note is required stating his/her name (including middle initial), grade, date(s) of absence, and reason for absence. A note verifying an absence will be allowed up to **ten days** following the return of the absent student to school. State regulations require that a student who is absent without excuse for fifteen (15) consecutive days of school must be dropped and formally readmitted to return.

Leaving school

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

Health Office

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

Make-up Work

Teachers are not required to provide or grade work if the absence is not coded "excused". Excused absences will not result in reduction in grades, but failure to complete work usually will affect grades. Assignments and homework can be collected in the office after a student is absent three or more days. Teachers are responsible for providing assignments after the student or parent/guardian request assignments from the office or directly. Student and/or parent/guardian are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not. Students will be allowed two school days' make-up work time after returning from an excused absence. Long-term assignments or tests may still be due the day of the student's return to school. Testing and due dates may be extended at the discretion of the teacher.

Parent/Guardian Notification of Absences

Parents/guardians may be notified daily by automated telephone if their student is absent from any class. In addition, student attendance is enclosed when grades are sent home, and parents can monitor attendance and grades online through the Parent Access portal on the website.

Tardiness

Tardies will be handled by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if 15 minutes tardy, if they are out of class for 15 minutes or more without explicit permission to be gone that long, or if they miss Directed Study. Two tardies equal one absence in counting for the incentive day.

Sectional/State Tournament Attendance

The following are intended to help maintain attendance of all PHS students during tournament play. Tournament attendance procedures are as follows:

1. When a PHS team or an individual(s) is in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation
2. When participants of an activity wish to spectate at a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

ACADEMIC INFORMATION

ADMISSION PROCEDURES

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

Students not currently enrolled in any school and who wish to be admitted or readmitted to Princeton High School are strongly urged to enroll 2-3 weeks prior to the beginning of a trimester. Students not currently enrolled in school will not be admitted after the first five (5) school days of a trimester. The student will be required to wait until the beginning of the next trimester. Students transferring from an Area Learning Center may be referred to our affiliated ALC, Oakland ALC.

POLICY FOR ACADEMIC HONESTY

Princeton High School students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standards at Princeton High School. Any act that misrepresents a student's schoolwork or that diminishes the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, assisting another student in cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned, sabotaging another student's work, and using, without attribution, a computer concept or program.

Any staff member may make written reports of academic dishonesty. A substantiated report of academic dishonesty will result in one of the following consequences:

First Offense: No credit given for the assignment/ test/activity/project on which academic dishonesty occurred.

Second Offense: No credit given for the assignment/ test/activity/project on which academic dishonesty occurred. In addition, a meeting involving the assistant principal, parents/guardians, and the student will be held.

Third and all other Offenses: Grade of "F" for the trimester in the class in which the incident of academic dishonesty occurred. In the event of a third offense, the student will be immediately removed from the class or activity involved and a final grade of "F" will be assigned. A student may not enroll in another class or activity until the trimester following the removal. Students may appeal such action to the Building Leadership Team within three school days of the notice of removal.

All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file and will be reported to the Activities Director if appropriate. Incidents of academic dishonesty shall be cumulative across and including all classes and activities, all trimesters, and all

years of enrollment at Princeton High School. Parents will be informed of each incident by the teacher, and consequences will be assigned by the student's assistant principal.

FINES

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

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

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

MEDIA CENTER POLICIES

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

SCHEDULE ADJUSTMENTS

All students are required to carry a minimum of four credits, and encouraged to carry five, each trimester while they are registered at Princeton High School. Students should make an appointment in the guidance office to meet with their counselor to change their schedule. Logistics prevent us from being able to fulfill specific teacher, hour or lunch requests.

No classes may be added after the first five days of each trimester. Students carrying five credits a trimester may drop one class without penalty through the first six weeks of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's G.P.A. Should the student fall below four classes, the class(es) being dropped will reflect an "F" for the final grade.

GRADING

Teachers will establish the guidelines for determining letter grades. Students will be informed of these guidelines at the beginning of each course. Report cards will be mailed to parents at the end of six and twelve weeks of each trimester. Report cards are usually mailed within one week of the end of each grading period. The final grade at the end of each trimester will be recorded on the student's permanent record. Interpretation of grades are listed below:

A - excellent	I - incomplete
B - very good	S/U - satisfactory/unsatisfactory
C - satisfactory	P/F - pass/fail
D - lowest passing mark	W - withdrawal from course with no penalty
F - failure	

INCOMPLETES

A mark of incomplete will be given to those students who, due to absence, will need additional time. An incomplete grade for the six weeks means that the student has not completed the work for that marking period. Since the six week grade is a part of the final grade for the course, this incomplete will block the granting of a final grade until the required work is completed. A deadline

for handing in the required work will be established by the teacher. If the incomplete work is not completed within two (2) weeks of the duration of the course, the incomplete final grade for the trimester course will automatically be changed to an "F". The two-week deadline may be extended in mitigating circumstances.

PASS/FAIL OPTION

This option is available to juniors and seniors only. One (1) elective credit can be taken on a pass/fail basis. Students must earn the equivalent of a "C" grade to pass the class. Students wishing to take a class on a pass/fail grading basis or to obtain a credit for the class may do so any time during the first four weeks. A request to register for a class on a pass/fail basis must be submitted to a counselor. This grading option is intended for use by juniors and seniors willing to take difficult academic work.

AUDIT OPTION

Students wishing to audit a class (take a class for no credit) may do so any time during the first four weeks. A request to audit a class must be submitted to a counselor.

Audits, special credit, and grading situations will be reviewed and decided upon by the principal.

ONLINE LEARNING

If a student enrolls full-time with an approved online learning provider, that student is no longer enrolled in Princeton High School. A student may enroll with an online learning provider for up to 50% of a trimester's courses (2 courses per trimester). See your Guidance Counselor for additional information on timelines and other requirements for enrolling in online learning.

MARKING AND GRADING PERIODS

<u>1st Trimester</u>	Mid-Term	October 10
	End of Trimester	November 22
<u>2nd Trimester</u>	Mid-Term	January 24
	End of Trimester	March 6
<u>3rd Trimester</u>	Mid-Term	April 4
	End of Trimester	June 5

WITHDRAWAL PROCESS

Parents who wish to withdraw their 16 or 17 year old student from the public school system are required by law to meet with school personnel.

1. Parent/guardian and student arrange a meeting with counselor or assistant principal to discuss the educational opportunities available to the student.
2. All books and materials must be returned.
3. A withdrawal form must be signed by parent/guardian, teachers and counselor or assistant principal.
4. A copy of withdrawal form is given to student to present at his/her new school.

A similar process exists for those students who are dropping from Princeton High School in order to enroll in another school. Please see the guidance secretary to start this process.

EARLY GRADUATION

The early graduate must understand that he or she:

1. may not participate in sports or activities sponsored by the school after leaving school.
2. may attend school sponsored functions such as dances.
3. may attend prom, class party night.

4. must attend graduation rehearsal.
5. are not allowed in the school building or on school property without permission (during the school day) in that they are no longer registered for classes.
6. cannot participate in P.S.E.O.

GRADUATION REQUIREMENTS

All students must pass the GRAD tests required by the state of Minnesota in Written Composition, Mathematics and Reading in order to be eligible for a diploma from Princeton High School. Students in the classes of 2010-2014 meet the state mathematics graduation requirement by successfully completing all coursework and credits required for graduation and receiving a passing score on the Mathematics GRAD. In addition to successful completion of these tests, students must earn 54 credits, including those listed below. Information about required courses and further clarification of requirements are identified in the Princeton High School Registration Guide.

English	8.0 credits
Social Studies	7.0 credits
Mathematics	6.0 credits
Science	6.0 credits
Physical Education	2.0 credits
Health	1.0 credit
Family Living	1.0 credit
Arts*	2.0 credit
Electives	<u>21.0 credits</u>

54 Credits Completed

***Arts include courses in Music, Theatre, Visual Arts, as well as selected Computer and Photography classes. Specific course requirements can be found on the Princeton High School website and in the Registration Guide.**

COMMENCEMENT

Any senior wishing to participate in graduation ceremonies must complete all graduation requirements prior to commencement, according to a timeline established by the principal, and must be a student in good standing. All school property (books, equipment, misc.) must be returned and all fines/fees must be paid prior to Commencement. The Commencement ceremony is a formal event and students are expected to dress appropriately.

HONOR ROLL

The Honor Roll will be posted at the end of each trimester. This will be published three times a year. If you have an incomplete that is made up later in the trimester, this will not be published. In order for you to be on the "A" Honor Roll, you must have a 3.500 to 4.000 grade point average (G.P.A.) for the trimester with no failures in any subject. In order for you to be on the "B" Honor Roll, you must have a 3.000 to 3.499 grade point average for that trimester with no failures in any subject. To be included in honor roll, students must be enrolled in a minimum of four (4) credits. The points for each marking grade are as follows:

A	4.000	C+	2.333
A-	3.667	C	2.000
B+	3.333	C-	1.667
B	3.000	D+	1.333
B-	2.667	D	1.000

NATIONAL HONOR SOCIETY

Selection into the Honor Society is an honor. Eligible students are invited to make an application for membership. A screening committee must endorse the request for membership. Selection is based on outstanding scholarship, character, leadership and service to school and community.

Criteria For Application to NHS:

1. Must have a 3.400 cumulative GPA.
2. Must be in 10th, 11th or 12th grade.
3. Must be in at least one school activity.

ACADEMIC RECOGNITION PROGRAMS

It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement. A recognition program of "School Board Scholars" has been created to award students who meet the following standards:

1. **School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board.
2. **Honors** - A senior, after completion of eleven (11) trimesters of high school or the equivalent and whose cumulative Grade Point Average is 3.000 or greater, has earned a minimum of eight (8) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Honors".
3. **Special Honors** - A senior, after completion of eleven (11) trimesters or the equivalent of high school whose cumulative Grade Point Average is 3.500 or greater, has earned a minimum of eight (8) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Special Honors".
4. **Valedictorian and Salutatorian** - Seniors, after completion of eleven (11) trimesters of high school or the equivalent, whose Grade Point Average ranks number one (1) or number two (2), has earned a minimum of twenty (20) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will be declared the Valedictorian and Salutatorian, respectively.

DEFINITION: For the purpose of this policy, "fully enrolled" shall mean attendance during the approved school calendar and for all assigned classes and study halls in the Princeton Public Schools. This does include those enrolled in Post-Secondary Enrollment Options (PSEO), after the minimum amount of credits, as stated, have been earned in the Princeton High School building.

SERVICES

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed in the school building requires the prior approval of the principal or assistant principal. An approval signature must be visible on lower right hand corner of the poster. Posters cannot be displayed on sheetrock walls or in bathrooms and stairways; bulletin

boards are provided to display posters. Limited bulletin board space requires poster size to be no larger than 11" x 17".

HEALTH SERVICES

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. Minnesota law requires children enrolled in public school to be immunized against certain diseases, or file a legal medical or conscientious exemption.

Parents who have a student with health concerns should make the Health aide aware of the concern, provide the school with doctor recommendations and medications that must be taken at school, work with the District School Nurse to develop an Individual Health Plan for their child, sign a Release of Information that allows communication between care providers and the District School Nurse, keep emergency numbers current. Health information should be also shared with the bus company by the parent to ensure the safety of students while riding the bus.

Phone: Health Services Assistant 763-389-6019

District School Nurse 763-389-6195

Health Services website: www.princeton@isd477.org, click on District Office, Department, Health. Contains information about immunizations, illness, medication, diseases, and downloadable forms.

USE OF HEALTH SERVICES

A student may utilize the health service office for a medical problem, injury, or for information or referral for a specific health problem. Except in emergency situations, students requesting permission to use the health services office are required to receive a pass from the teacher and will be signed in by the Health Service Assistant. In emergency situations (sudden illness or injury in school or on school grounds) the student should report immediately to the health services office or the supervisor on duty.

EMERGENCY SHEET

An emergency sheet will be mailed or sent home with the student. **The emergency sheet needs to be updated and a parent/guardian signature is required each year for emergency treatment.** Please return the sheet as soon as possible to assist health services in caring for the student. It is extremely important to update all medical information, phone and address changes, and alternate emergency contact persons as they occur during the school year. **If a current emergency form is not on file in the health office and we are unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.**

MEDICATIONS

Princeton High School recognizes that some students may require prescribed medication during the school day to function as near to their potential as possible. Medications must only be given by a Licensed School Nurse or school staff who have been inserviced by the Licensed School Nurse. **Students are not allowed to carry their own medication during school hours** except in special medical circumstances. In such cases, parent/guardian and medical caregiver signatures are required. Parents/guardians of students requesting medications to be administered by Health Service personnel during school hours are required to provide:

1. A written order for the medication from the physician or medical caregiver for all prescription medications given for any length of time and for any over-the-counter medication given longer than two weeks.
2. A signed parental release. (Forms provided by the school.)
3. The medication supplied in the original labeled bottle in which it was purchased. **NO** baggies or other containers will be accepted. You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.

4. The medication sent to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.

To assure safety, parent should **bring** medication to the school health office. If you are unable to bring the medication in person, it is necessary to **call** the health office with the following information: Parent/guardian name, parent/guardian phone or contact number, student name, name of medication and amount of medication being sent to school.

Health office phone: 763-389-6019. Messages may be left 24 hours/day.

ILLNESS

Students who become ill during the school day must report to the health office. The health assistant will determine whether or not the student is able to continue with the school day. It is not acceptable for students to leave school because of illness without reporting to the health office. Also, students may not leave the building to receive medical care without permission and verification by parent and school personnel. If a student becomes ill during school and is unable to return to class, the health assistant will contact the parent or guardian at home or at work to inform them of the illness and to request that the student be picked up from school or be allowed to walk/drive home. If the parent cannot be reached, those persons designated by the parent/guardian on the emergency sheet will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that may spread or may be disease related.
6. Live head lice or any increasing quantity of nits.

Before returning to school:

- Student must be fever free for 24 hours;
- No vomiting or diarrhea for 24 hours;
- If the student has a rash of unknown origin (that may be disease related), they must have a note from the health care provider stating that the student may return to school;
- For any activity restrictions (in class or Physical Education) or special accommodations (water bottle, snacks, etc.), a note from the health care provider is required.

ACCIDENTS

Parent/guardian or alternate emergency contacts will be notified in case of serious accident or injury. If we are unable to notify parent/guardian or contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. **Please update all changes in home and work phone numbers** as they may occur so contacts can be made if necessary.

ALLERGIES AND LATEX RELATED CONCERNS

Parents of students who have allergies will submit an Allergy Action Plan, Medication Administration Form, and all necessary emergency medications to the Health office. The school health staff will review the information, and share health plans with appropriate high school personnel as needed. Parents will also submit health information and emergency medications to the bus company if needed.

Be aware that many people have allergies to foods (especially to peanuts and other nuts) and scents. Please avoid using any products with strong scents. This includes perfumes, colognes and heavily scented deodorants.

Due to an increasing incidence of latex (rubber) allergies, non-latex balloons and gloves will be used during the school day and for school events in ALL District 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 a safe alternative.

SCHOOL RESOURCE OFFICER

Princeton High School has a school resource officer on duty during days school is in session. The proactive mission of the officer is early intervention in matters that if left unchecked, might lead to serious implications regarding the safety and security of the students and staff. The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. As an officer of the law, the resource officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for that same act. Thus, it is possible that some acts may be violations of both school rules and/or school board policies and also in violation of the law, resulting in both school and legal consequences. School administration does not determine whether or not charges are filed against a student.

THEFT REPORTS

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

INTERVIEWS WITH STUDENTS BY OUTSIDE AGENCIES

The school district has legal custody of students during the school day. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interviews by non-school officials.

The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interviews has been granted by the building principal or designee. For the purpose of this policy, transportation supervisors shall be considered school district personnel.

A principal will not, without parental or guardian consent, grant permission to conduct an interview with a minor student when, in the judgment of the principal, the results of such an interview could lead to criminal prosecution of the student. Exceptions to this restriction include:

1. When a court order is presented by a recognized official which grants permission for an interview to take place.
2. When the principal believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
3. When investigating school related incidents; the school resource officer would be considered a "school official".

An attempt will be made to contact parents to inform them of the request. Parental notification or consent is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim (*see Interviews of Students by Outside Agencies, policy 519, at the district website*), or when a court order precludes or eliminates the need for parental notification.

CONTACTING A STUDENT DURING THE SCHOOL DAY

If you need to leave a message for a student during the school day please call 389-6001. Students are called to the office to receive messages between classes throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. **This message line should not be used for messages regarding student attendance; that number is 389-6014.**

LUNCH INFORMATION AND EXPECTATIONS

Princeton High School is a closed campus. Students are not allowed to leave campus at any time without permission from the office. The only circumstances under which a student may leave for lunch is if the parent/guardian picks up their student at school, takes them to lunch, and returns them to school. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline policies.

Lunch Account Payments: 'Lunch Account' refers to the account that is used for breakfast, milk and Snack Shop. It is a prepaid, computerized program. Cash or checks deposited into a student's account must include the student's full name and account number, and should be placed in a sealed envelope addressed to Food Service. Deposits are accepted in the cafeteria every morning before 9:00 and may be for any amount. Deposits may also be made online through the Parent Access portal on the school website. The minimum deposit online is \$25.00.

Lunch Account Policy: Students who have a negative balance of \$5.00 or more in their account will not be allowed to charge on that account. All account balances must be positive by May 15th in order to continue charging meals to that account, and negative balances should be righted. Any balances left in accounts at the end of the year will rollover to the next school year. Students should memorize their account number and keep it confidential.

Student Account Balances can be checked online using the Parent Access portal. If you wish to receive 'low lunch account' notifications by e-mail click, on the "E-mail Notifications" button, then the 'Food Service' box should be checked.

Free or Reduced Lunches: Breakfasts and lunches are available for students whose family meets the federal criteria. We encourage all families to complete and submit the forms available in the office and at Orientation Night to see if you qualify for assistance. Forms must be filled out every year, and can be filled out at any time during the school year.

Prices:

Breakfast \$1.25 Lunch \$2.00 Milk \$.35Adult Lunch \$3.25

Menus are published in the Princeton Union-Eagle and are on the Princeton Public School website. Students are encouraged to sample new menu items and to enjoy the wide variety of whole grain and fresh food offerings. Students who bring their own lunches are encouraged to bring well-balanced lunches, and to include a cold-pack if needed. Students and parents may not have lunches delivered to the school from restaurants.

Additional Programs:

Breakfast is offered every school day from 7:45-8:05 in the cafeteria. Students who are eligible for free or reduced lunch are also eligible for free breakfast. An after school Snack Shop is available from 2:50-3:15 in the cafeteria. Payment for breakfast and Snack Shop is deducted from your lunch account; a positive balance in your account is required!

Expected Behavior - Students are to observe the following expectations when in the cafeteria:

1. Stand in line. Be patient and courteous.
2. Pay for what you take.
3. Clean up after yourself.

VISITORS

Any person other than Princeton High School students, staff or school board personnel are regarded as visitors and must report to the office for clearance before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until 2:50 to visit with staff members in order to reduce disruption and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

It is our policy to discourage student visitors. Students who have a legitimate educational reason to visit our school must have their parent/guardian contact the high school office to explain the situation. Visitors may be allowed if they are seriously considering transferring to Princeton at some time in the near future.

DANCES

Dances are held throughout the school year for a variety of occasions, and are open to PHS students grades 9-12. Middle school students are not allowed at high school dances. All school rules apply during these events. Guests of PHS students must be approved by administration by the Wednesday prior to the dance, must be under the age of 21 at the time of the dance, and must possess a photo ID. Guest forms are available in the main office. Students may host one guest each. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at our discretion. Attendees will not be readmitted once they have left the dance.

Prom is a formal event designated for Juniors and Seniors. Freshmen and Sophomores may attend only as guests of a Junior or Senior. "Morp" is a semi-formal event designated exclusively for 9th and 10th grade PHS students; no guests are admitted for Morp. Morp is not held every year.

SPRING FLING

Spring Fling is a Princeton High School event that is not open to visitors or alumni. Princeton students who are in good standing at the ALC may attend with prior approval from a Princeton administrator.

FIRE DRILLS

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

1. Leave your area immediately according to the directions posted in the area.
2. Once out of the building, remain 100 feet from the building until the "all clear" signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the table. When you return to the cafeteria, finish your lunch and bus your tray.

LOCK DOWN DRILLS

Minnesota state law requires schools to periodically practice their lock down procedures in order to prepare for emergency situations that may arise. Student safety is of primary concern during lock downs, therefore, students are expected to respond immediately to staff direction during drills. Drills are typically conducted with little disruption to the school day.

TORNADO WARNING AND DRILLS

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

1. An announcement will be made over the intercom.
2. Teacher and students should remain calm and take prescribed route to the assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in proper tuck position.
3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The “all clear” will sound by a steady ringing of the school bell. If electrical power has been lost, a messenger will bring the all clear message.

MANDATED REPORTING

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of students, it is the policy of the School District to comply with state mandates by requiring teachers and staff to report suspected neglect and physical or sexual abuse of children. (MN. Statute Section 262. 556, Sub. 3. Policy 414.)

LOCKERS

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

Students are allowed use of the lockers at no cost. Students are expected to maintain their lockers in a neat and clean manner. If the student experiences difficulties with a locker, this should be reported to the office and a custodian will see to it as soon as possible. Do not kick, punch or pry lockers; do not write on the lockers. If damage occurs to a locker, the student who is assigned the locker or who is known to have damaged the locker will be responsible for repair costs. Do not exchange lockers without notifying the office and receiving permission.

Lockers are intended to keep school materials and personal articles safe. Lockers should be kept LOCKED at all times, and combinations should be kept confidential by the student. Lockers should not be shared with other students as this often results in lost or stolen articles for which the school assumes no responsibility. Combinations may be changed by the office if necessary.

PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not a right, per ISD 477 Policy 547. The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school shall follow the following expectations: (Reference specific rules listed on the parking registration form for further information.)

1. All students are required to park in the student lots unless specifically directed otherwise.
2. Parking permits will be required to park in the student lot. Fees for parking permits are as follows:

	<u>Orange (PAC) Lot</u>	<u>Black (Back) Lot</u>
All year	\$60	\$45

2 trimesters	\$48	\$33
3rd trimester only	\$33	\$18

Price above includes a \$3.00 permit replacement fee per trimester purchases.

3. Students may buy daily parking passes for \$3.00 in the high school office.
4. A replacement fee of \$3.00 will be charged if students lose their permit.
5. All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking ticket.
6. Parking lots are "off limits" during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from an assistant principal and shown to the attendant upon leaving.
7. The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their permit revoked for a specified time.
8. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
9. Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.

1st violation: 10 school days

2nd violation: Remainder of school year

10. Parking in the wrong lot or without the proper permit will result in a ticket (\$10.00). Parking tags must be displayed at all times.
11. There are a limited number of spaces available for student parking. When those spaces designated for students have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
12. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. (For more information, see Policy 524 at www.princeton@isd477.org)

STUDENT RECORDS

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

DISCIPLINE PHILOSOPHY

Princeton High School encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. The Code of Conduct states the expectation that students will use appropriate and positive language, be considerate, follow rules and directions, and take care of the school and community.

Each teacher has the authority to establish a classroom management plan that defines classroom rules, expectations and procedures that promote a safe and orderly classroom environment, and that is consistent with building and district policies. Students are expected to comply with these rules, expectations and procedures. The teacher also has the authority to define and deliver consequences appropriate to violations of the classroom management plan. (ISD 477 Policy 506, Student Discipline)

STUDENT CONDUCT AND EXPECTATIONS

Princeton High School students are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable at PHS or PHS events. **Seniors who engage in these types of behaviors put their participation in the graduation ceremony at risk.**

The administration of Princeton High School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are not acceptable. Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Students who repeatedly violate the code of conduct may be referred to an alternative setting.

HARASSMENT

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

INSUBORDINATION

“Insubordination” is refusing to comply with a reasonable request or directive of a staff member. Consequences may include a conference with the staff member and assistant principal, parent notification, suspension, or other disciplinary action.

EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS

Students are expected to follow the same conduct and dress guidelines while engaged in school-sponsored events as those practiced in school. Students who are asked to leave a school-sponsored event will be suspended until a plan for returning to school is worked out with his/her parent/guardian. An administrator (or staff member in charge) will try to reach a parent/guardian the same afternoon or evening should a student be asked to leave an event. In addition to the suspension, students may be prohibited from attending activities for a time as part of the school consequence. Athletes who are removed while attending as fans will also be subject to the Code of Conduct portion of the Minnesota State High School League rules.

HARMFUL OR NUISANCE ARTICLES

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

ELECTRONIC DEVICES

Personal electronic devices, particularly i-pods/mp3 players and cell phones have become an extreme distraction from learning at school, and are targets for theft. We encourage students to refrain from bringing iPods/mp3 players to school and, if brought, to lock them securely in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus without the express consent of the principal will incur consequences. Students may not use music players during class without explicit permission from the teacher.

Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. Cell phones and iPods employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 389-6001 and their child will be called to the office to retrieve the message.

PERSONAL APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively tight clothing. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students whose dress and/or grooming is considered to be inappropriate will be asked to change and may be sent home from school. Students must remove hats/caps and bandanas at the beginning of the school day and **store them in their lockers** until the end of the school day. Hoods must be worn down.

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

PASSES

When a student wishes to move from one area to another during class periods, the student must carry a pass permitting them to do so. Students must be prepared to present their passes to staff upon request.

OFF CAMPUS/OFF LIMITS

Students leaving campus or in an off limits area without permission from the student services office are subject to the consequences of the attendance/discipline policies. Students must receive permission from an assistant principal to go to the parking lot during school hours. Students outside of the building in non-designated areas may be considered off limits and are subject to discipline policies.

TERRORISTIC THREATS

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

BOMB THREAT

Princeton Public Schools holds the safety and welfare of students and staff as its highest priority. All threats to the safety of Princeton School students and staff will be taken seriously and result in

immediate action to maximize student and staff safety, and at the same time minimize disruption of the educational program. (Reference policy 501 for more specific information.)

VANDALISM

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

REASONABLE FORCE

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

DISPLAY OF AFFECTION

Excessive display of affection between students in a public setting such as schools is inappropriate behavior, and persons displaying such behavior will be asked to stop. Students who persist in this type of behavior may earn disciplinary action.

DIRECTORY INFORMATION REGARDING STUDENTS

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. A form is available on page 33.

STUDENT GRIEVANCE PROCEDURE

Attendance issues will not be covered by the grievance procedure. Students have the opportunity to grieve decisions by members of the administration and faculty that affect them as individuals or groups. Grievance procedure follows:

- 1) Direct Involvement: Student will attempt reconciliation with the individual staff member involved.
- 2) Assistant Principal Involvement: Student will attempt reconciliation by involving his or her Assistant Principal.
- 3) Administrative Appeal: The student has the opportunity to have his or her concern reviewed by the building principal.

SUSPENSION, 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 readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.
2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the

school grounds during the entire time of suspension, including evening activities. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

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.

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

BUS RULES

BEHAVIOR GUIDELINES

Class I Offenses:

Spitting

Excessive noise

Horseplay/mischief/distracting behavior

Eating/drinking/littering on bus

Leaving seat/standing without permission from driver

Use of liquid containers in any form

Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable materials

False identification/refusal to identify oneself

Riding unassigned bus or using unassigned bus stop

Disobedient to driver/monitor/bus patrol

Opening window past safety line

Riding or attempting to ride any bus during a bus suspension

Cell phone use

Other offenses as reported by driver or principal

Class II Offenses:

Hanging out of windows

Throwing/shooting of any object

Bullying and/or physical aggression

Profanity/threats toward driver or monitor

Possession/use of tobacco or other controlled substance

Holding onto, or attempting to hold onto, any portion of the exterior of the bus, or any "Danger Zone" infringement

Lighting of matches, lighters or any flammable object or substance

Unauthorized entering or leaving bus through emergency exit/tampering

Possession or threat of weapons/explosives or flammables

Other offenses as reported by driver or principal

Possession/use of laser pointer or pen

Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II first offense

CONSEQUENCES

Class I 1st offense: Warning or 1-5 day suspension from bus

2nd offense: 1-10 day suspension from bus

3rd offense: 5-10 day minimum suspension, possible loss of bus service, optional parent/principal meeting with student

4th offense: Loss of bus service

Class II 1st offense: 5 day suspension

2nd offense: 10 day suspension

3rd offense: 10 day minimum suspension, possible loss of bus service, optional parent/principal meeting

4th offense: Loss of bus service

Driver has the authority to assign seats at any time. Bus stops are subject to school rules and regulations. Students are expected to follow behavior standards at bus stops and while being transported.

DISTRICT POLICIES

HARASSMENT AND VIOLENCE

(ISD 477 Policy 413)

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

Sexual Harassment: Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- a) unwelcome verbal harassment or abuse;
- b) unwelcome pressure for sexual activity;
- c) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f) unwelcome behavior or words directed at an individual because of gender.

Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

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

Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

Sexual Violence; Definition

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- a) touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Assault; Definition

Assault is:

- a) an act done with intent to cause fear in another of immediate bodily harm or death;
- b) the intentional infliction of or attempt to inflict bodily harm upon another; or
- c) the threat to do bodily harm to another with present ability to carry out the threat.

Princeton district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action

against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy 413 can be found in its entirety on the district website at www.princeton@isd477.org.)

BULLYING PROHIBITION

(ISD 477 Policy 514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment and will not be tolerated. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student or students that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational opportunities or performance. Bullying includes, but is not limited to, harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment for a student. Bullying should be reported to a teacher or administrator. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting. (Policy 514 can be found in its entirety on the district website at www.princeton@isd477.org.)

CHEMICAL USE AND ABUSE POLICY

(ISD 477 Policy 417)

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental wellbeing of students and employees and significantly impedes the learning process. They believe that the public school has a role in the education, intervention, and prevention of chemical use and abuse.

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/ drug-Free School.

In the event that a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals the employee will notify an administrator. The administrator will investigate the suspicion as is warranted, including conducting a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school officials shall be in accordance with school board policy regarding search and seizure.

Recommended minimum consequences for students who are found to be in violation of this policy:

Violation: Use and/or possession of tobacco, smoking materials, tobacco products, alcohol or other mood-altering substances, or look alike mood-altering substances.

Action: Notification of parents; notification of police; five day in/out of school suspension; referral to the building pre-assessment team; consideration for expulsion.

Violation: Distribution, sale or purchase of alcohol, other mood-altering substances and or drug paraphernalia or look alike mood-altering substances and/or look alike drug paraphernalia.

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 for one calendar year.

(Policy 417 can be found in its entirety on the district website at www.princeton@isd477.org.)

DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL POLICY

(ISD 477 Policy 418)

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

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

“Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

“Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

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

“Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.

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

Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district’s student medication policy, which requires that students keep all medications in the nurse’s office. Inhalers are the exception to this rule and may be in the possession of the student for whom they are prescribed.

A student who violates the terms of this policy shall be subject to discipline in accordance with the school district’s discipline policy. Such discipline may include suspension or expulsion from school. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort. (Policy 418 can be found in it’s entirety on the district website at www.princeton@isd477.org.)

TOBACCO-FREE ENVIRONMENT POLICY

(ISD 477 Policy 419)

It is a violation of the Tobacco-Free Workplace for any student, teacher, administrator, other school personnel or person to smoke or use tobacco or tobacco-related devices in a public school. It is also a violation of this policy for any student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. (Policy 419 can be found in it’s entirety on the district website at www.princeton@isd477.org.)

PROHIBITION OF WEAPONS

(ISD 477 Policy 501)

The safety and well being of students and staff members is of paramount concern to the Princeton School District. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in the weapons policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

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

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: confiscation of the weapon; immediate out-of-school suspension; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

Administrative Discretion

While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. (Policy 501 can be found in its entirety on the district's website at www.princeton@isd477.org.)

**SEARCH OF STUDENT LOCKERS, DESKS,
PERSONAL POSSESSIONS
AND STUDENT'S PERSON**

(ISD 477 Policy 502)

Lockers and Personal Possessions Within a Locker: Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its

exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

Personal Possessions and Student's Person: The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition. (Policy 502 can be found in it's entirety on the district's website at www.princeton@isd477.org.)

PROTECTION AND PRIVACY OF PUPIL RECORDS

(ISD 477 Policy 515)

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Individual educational data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order and certain state or federal statutes authorizing access. Directory information is not considered private data.

Rights of Parents and Eligible Students

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

- a) The right to inspect and review the student's education records;
- b) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
- d) The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
- e) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- f) The right to be informed about rights under the federal law; and
- g) The right to obtain a copy of this policy. Policy 515 can be found in it's entirety at the Princeton District Office or on the District's website www.princeton@isd477.org.

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

A form to restrict public access to your child’s directory information is included in this section of the handbook.

HAZING PROHIBITION

(ISD 477 Policy 526)

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. This also includes but is not limited to, any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Persons who engage in hazing in any way will be subject to disciplinary action, including but not limited to sanctions outlined by the Minnesota State High School League. (The policy in its entirety can be found on the district website at www.princeton@isd477.org.)

INTERNET ACCEPTABLE USE POLICY

(ISD 477 Policy 524)

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. 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. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

Users should expect only limited privacy in the contents of personal files on the school district system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time, or to refuse access for their child to the Internet. A form to refuse access to the Internet for a student is included in this section of the handbook.

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, or exclusion, and/or civil or criminal liability under other applicable laws.

It is considered unacceptable to use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a) pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- b) obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c) materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d) information or materials that could cause damage or danger of disruption to the educational process;
- e) materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users. All provisions of the acceptable use policy are subordinate to local, state and federal laws.

Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. Users will not use the school district system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized are designed to block or filter Internet access to any visual depictions that are obscene, pornographic, or otherwise deemed harmful to minors. These filters are not guaranteed to deny access to all unacceptable material available on the Internet.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

The collection, creation, reception, maintenance and dissemination of private educational data via the Internet by school officials, including electronic communications, is governed by ISD 477 Policy 406, Public and Private Personnel Data, and ISD477 Policy 515, Protection and Privacy of Pupil Records.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

The school district's Internet Acceptable Use Policy (policy 524) is available in it's entirety for review by all parents, guardians, staff and members of the community on the district's website at www.princeton@isd477.org.

INTERNET USE AGREEMENT

For
Princeton School District #477

User Agreement:

If your student **IS NOT** to have Internet access, please sign this form and return to your building principal.

I DO **NOT** give my student, named _____,
permission to use the Internet First Middle Last

Parent/Guardian Signature Date

PLEASE SIGN AND RETURN THIS FORM
TO THE HIGH SCHOOL OFFICE ONLY IF YOUR CHILD IS
NOT
TO HAVE INTERNET ACCESS

**DIRECTORY INFORMATION RESTRICTION
REQUEST**

PLEASE SIGN AND RETURN THIS FORM IF YOU CHOOSE TO RESTRICT PUBLIC ACCESS TO YOUR CHILD'S DIRECTORY INFORMATION.

Student's Name:

First

Middle

Last

Specific instructions for restricting information (i.e. "You may print information for athletic programs but may not release information to military recruiters or 'Who's Who in American High Schools'."):

Parent/Guardian Signature

Date

PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM

TIME LINE FOR PARTICIPANTS

1. Attend Mandatory Eligibility Meeting (no practice allowed until this is done)
2. Current physical (within the last 3 years) on file in the Activities Office.
3. MSHSL Parent Permission (pink) Slip filled out & turned in before the start of the season.
4. Fee paid prior to the first contest (coaches/advisors may choose to have fees paid earlier).

CO-CURRICULAR ACTIVITY PHILOSOPHY

The activities program at Princeton High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Princeton Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

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

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

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

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

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

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

NCAA (www.ncaa.org)

Princeton High School Activities Department policies

REHEARSALS AND PRACTICES

Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.

Every effort will be made to leave Wednesday evenings open so that students may participate in non-school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays.

ACTIVITIES COMMUNICATION

STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be

documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

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

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

STAFF/STAFF COMMUNICATION:

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

ACTIVITY SCHEDULE CONFLICTS

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

GENERAL PARTICIPATION RULES

ATTENDANCE

1. School Day

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

If a student is not in school the last scheduled day before break, including weekends, the student may participate if it is an excused absence. Excused absences include, illness; serious illness in the student's immediate family; death in the student's family, or close friend; medical or dental appointments; court appearances; physical emergency such as fire, flood, severe weather, etc.; official school field trip or other school related outing as determined by the Principal or Activities Director; or family emergency. A parent/legal guardian note is required for these absences.

- b. Members of activity groups will be withheld from practice or participation on any given day if they are without a principal's excusal from any class period (including periods where credit is not granted). This attendance rule applies to students who are absent from class for in-school or out-of-school suspension.
- c. Students who are withheld from practice or participation because of school attendance cannot participate or be in attendance at practice, school-sponsored games, or performances.

2. In Activities

- a. Each advisor/coach shall establish attendance requirements for the activity he/she directs. Attendance rules need not necessarily differentiate between "excused" or "unexcused" absences for practices or games/events. Students who don't meet activity attendance requirements may be released from any further participation in that activity.
- b. If a student is involved in two or more activities which create attendance conflicts, the student is responsible to notify all advisors/coaches involved as soon as the student is aware of the conflict. The student shall attend the activities as agreed upon by the advisors/coaches involved when a conflict exists. If the student chooses to attend in a manner not agreed upon by the advisors/coaches, this will be considered a violation of attendance requirements and the student may be released from further participation in one or more of the activities.

3. Sectional/State Tournament Attendance

- a. When a PHS team or an individual(s) are in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation.
- b. When participants of an activity wish to attend a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

EQUIPMENT, UNIFORMS AND COSTUMES

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

- b. Students may not return equipment to the principal's or activities director's offices. Arrangements must be made with their particular advisor

LOCKER ROOMS

1. All lockers are property of Princeton Schools. Lockers are subject to search by school officials at the school's discretion.
2. Lockers are issued by an advisor. Students may only use the locker issued to them. Padlocks will also be issued by the school. Only school padlocks may be attached to lockers. Any other padlock will be cut off without reimbursement.
3. **At the conclusion of each season**, participants in activities **must** immediately vacate lockers so that they can be available for the next season. Students who do not comply will have their locks removed, contents disposed and a fine will be applied.
4. It is strongly encouraged that cell phones, cameras, PDA's with camera capability and similar devices not be permitted in locker rooms for any MSHSL-sponsored competition. Because of the technology advance and the availability of "picture phones" that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

TRANSPORTATION AND ACTIVITIES AWAY FROM PHS

1. Advisors/coaches will establish and enforce rules for conduct on trips which they supervise. All students on trips will be required to abide by the wishes of the advisor. In addition, this set of rules always applies:
 - a. All activity participants must ride to, and return from all away contests or events with their fellow students on school-provided transportation. Students may never drive their own vehicles - **no exceptions (work included)**! When non-participant team members, in school related activities, provide their own transportation, they also assume liability. Proper sign-out procedures with a parent/legal guardian signing out the student with the coach/advisor following the conclusion of the event must be done.
 - b. Students may be released from school transportation to ride with **parents/guardians only**.
 - c. Violation of transportation rules are considered serious. Students who violate transportation rules will be immediately suspended and may be removed from participation in that activity. Other consequences may be applied.
 - d. Practice Transportation Release forms must be signed by parent/guardian(s) of activities participants who will be driving/riding to off-site locations for practices. Forms must be turned into the activities office before students are allowed to drive/ride to the off-site locations before practices and/or games begin.
2. Any damage to vehicles used for transportation by students will be repaired at the cost to the student(s) involved. This includes students who caused the damage and those who made the destruction possible in any way.
3. **All Princeton school rules apply to students while they are on trips.** This includes transportation both ways and the entire time at the location of the visit.

COLLEGE ATHLETIC PARTICIPATION

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

FEES & COSTS

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

Princeton High School Athletic & Fine Arts Fees for 2013-2014

Athletics		Fine Arts Activities	
1st Sport	\$125	1st Activity	\$100
2nd Sport	\$75	2nd Activity	\$75
Additional Sports	\$50	3rd & Additional Activities	\$50
*HS Special Fees	\$150 each:	Football, B/G Hockey, Fall Musical	

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

Season Passes: HS & MS activity participants will receive a free season pass once ***their current school year ID's have been received and at the time their activity fee is paid in full.*** If a student ends up not going out for the paid activity, the activity fee will be refunded minus the \$25 for a student season pass.

Family Passes: \$175.00 Individual Pass: \$100.00 Student Pass: \$25.00

INSURANCE

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

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

ATHLETIC TRAINING AND INJURIES PROTOCOL

The Princeton High School Activities Department has assembled a Student-Athlete Training Support Team (SATST) to review the procedures and protocol for athletic injuries, rehabilitation, and prevention. The team consists of school administration, certified athletic trainers, medical doctors, district nurses, and coaches. The following recommendations were made:

Inform parents and student-athletes that we have an active SATST and that procedures and protocol exist. Seasonal eligibility meetings would be an appropriate place for such communication.

Provide an athletic trainer for all home 7th and 8th grade football games.

Provide a health history questionnaire that seeks more specific information regarding previous injuries, especially head trauma.

Ensure that coaches have medical contact information with them at practices and games.

It will be the intention of the activities director to facilitate an annual SATST meeting to review these procedures and protocols.

1. **All injuries must be reported by the participant to the advisor/coach immediately when they happen.**

2. Advisors/coaches are expected to administer first-aid to the level which they are competent. Advisors/coaches will file an accident report.
3. Parents of all PHS students are expected to provide the school with both home and emergency phone numbers. When a student is injured, the advisor/coach can then call a parent or guardian.
4. For any medical treatment from a health care facility, the injured person's family insurance carrier should receive the claim.
5. A health questionnaire will be provided by the MSHSL and Princeton Schools. It must be completed by the student's parent/guardian's annually.
6. After major surgery or serious illness/injury, the attending physician must certify in writing the student's readiness for participation and filed with the activities office. Forms for this purpose are available in the activities director's office.
7. Princeton Schools DO NOT provide supports like knee or ankle braces. Such items must be purchased by the student. Family insurance can often be used.

SUSPENSIONS & REMOVAL FROM PARTICIPATION

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

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

ATHLETIC SQUADS

1. **PROMOTION:** The following guidelines will apply to the promotion of athletes to squads not generally designed for students at their grade level.
 - a. In activities which have no middle school squads of any kind, any student in grades 7-8 a promotion form will be required for those students competing at the varsity level. The coach, along with school administration, parents and the activities director will determine if the student is appropriate for promotion. **However, because of the physical nature of hockey, very little consideration will be given to allow students from grades 7-8 on the JV/V boys hockey team.**
 - b. Grades 7 & 8 Promotion: The activities director will seek input from the coach/advisory, the parents/guardians, middle school administrator and counselor before making a decision. It is the tendency of the activities director to disapprove requests for grade 7 & 8

promotion for possible reasons to include social development, academic development, and/or physical development.

- c. Discretion of the advisor/coach will be used to assign players in grades 9-12 to either varsity or junior varsity squads.
2. **PROCEDURE FOR LIMITING SQUAD OR CAST SIZE:** In grades 9 - 12 it is our activity guideline that casts or squads may be limited. Obviously, time, space, facilities, equipment, tournament squad or cast limitations, as well as other factors, will place limitations on the most effective team size for any particular activity.

Limiting Guidelines:

1. Responsibility
 - a. Choosing the member of the squad or cast is the sole responsibility of the coaches or advisors of those activities.
 - b. Lower level coaches/advisors shall take into consideration the procedures as established by the head coach/advisor in a particular program when selecting the final squad or cast.
 - c. Prior to trying out, the advisor/coach shall provide the following information to all candidates:
 - 1) extent of the tryout period
 - 2) criteria used to select squad or cast members
 - 3) practice / time commitment needed if the student is selected
 - 4) competition commitments
 - 5) there will be no appeal of the advisor/coaches decision
2. Procedure
 - a. When squad or cast limitation becomes a necessity, the process will include these important elements:
 - 1) completion of a minimum of three practice sessions or a set audition period;
 - 2) each candidate will be personally informed of the cut by the coach/advisor and the reasons for the action;
 - 3) teams are encouraged to have at least one intra-squad scrimmage or game prior to the limitation (spring sports may need to adapt to this recommendation).
 - b. Squad lists will not be posted.
 - c. Advisors/coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
 - d. If an advisor/coach foresees difficulties arising as a result to squad or cast limitation they should discuss the situation with the activities director.

FOREIGN EXCHANGE PARTICIPANTS

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

ACTIVITY ELIGIBILITY

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

GENERAL RULES

1

STUDENT CODE OF RESPONSIBILITIES (MSHSL Bylaw 206)

The member schools of the MSHSL believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights & beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the MSHSL and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of the Student Code of Responsibilities.

PENALTY: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on authority of the local board of education. The MSHSL specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

2

HAZING (MSHSL Bylaw 209.00, see complete policy at www.mshsl.org)

A student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

No student, teacher, administrator, coach, volunteer, official or employee of a school shall plan, direct, encourage, aid or engage in hazing.

No teacher, administrator, coach, volunteer, official, or employee of a school shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act that violates League policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

3

INTERSCHOLASTIC ELIGIBILITY:

Extracurricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class. Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extracurricular activities. These regulations are in compliance with official Minnesota State High School League regulations (www.mshsl.org)

- A. **ANNUAL ATTENDANCE** - All participants are required to attend a preseason eligibility meeting. Parents are strongly encouraged to attend these meetings regarding rules and policies for students involved in MSHSL activities.
- B. **GPA / "F"** - Students must be making satisfactory progress toward school district requirements for graduation. The scholastic average will be 2.0 GPA (current) for 7 - 12. Any participant, beginning with the 4th week trimester grade check receiving an "F" will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F"s exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for events or contests. Students not meeting this requirement at the 4/6/9 grade check periods will have two weeks to remain eligible (this period will be called "probation"). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called "suspension"). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 current GPA is not attained during the 3rd trimester of the previous school year.

Note: Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

4

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

5

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

6

ATHLETIC CAMPS & CLINICS: Students may not attend athletic camps or clinics during the school year unless they have been sanctioned by the MSHSL Board of Directors and approved by the activities director 30-calendar days prior to participation.

Camps/Clinics held during the summer are to be non-school sponsored summer specialized camps or clinics and do not require approval. Student athletes must adhere to the following guidelines established by the Board of Directors:

1. Camp or clinic participation fees must be provided by the student or the student's parents/guardians, unless other arrangements are approved by the Board of Directors.
2. The non-school camp or clinic program shall not include any type of competition with teams from another camp or clinic.
3. Schools may not issue uniforms or equipment to students for their personal use in non-school sponsored camps and clinics.
4. Schools may not rent or lease their facilities to non-school sponsors of camps and clinics.

7

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

8

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

9

COLLEGE/UNIVERSITY TEAMS: Individuals who have participated with a college or university team are ineligible in any high school competition.

10

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

11

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

12

NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS

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

13

TRANSFER RULE: MSHSL Bylaw 111 (Transfers & Residence)

A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota. For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provide herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
2. A transfer student is eligible for varsity competition if:
 - A. 9th Grade Option: the student is enrolling in 9th grade for the first time;
 - B. Family Residence Change: the student transfers from one public school district attendance area to another public

- C. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
 - D. Custody of Student:
 - E. Move From Out of State.
 - F. Enrollment Options Program
3. If none of the provisions above are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
- A. Students are immediately eligible for competition at the non-varsity level.
 - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
 - C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

14

MOOD-ALTERING CHEMICALS (MSHSL Bylaw 205)

- A. **Philosophy and Purpose:** The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members or other significant persons in their lives.
- B. **RULE:** During the school year and all non-school year, regardless of quantity, a student shall not:
 - 1. use, buy, sell, have in possession, or give away a beverage containing alcohol;
 - 2. use, buy, sell, have in possession, or give away tobacco (includes e-cigs);
 - 3. use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.), buy, sell, or give away any other controlled substance or drug paraphernalia.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

- C. **Rule: Attendance**

Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited.

- D. **Cooperation and Honesty**

If at any time a student participant is found uncooperative and dishonest regarding their statement(s) concerning testimony as it relates to stated violations of this policy, the following suspension(s) will be administered:

- a. First offense: the individual will be suspended from the squad five (5) school days and/or one (1) contest, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.

- b. Second offense: the individual will be suspended from the squad for the next ten (10) school days and/or two (2) contests, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.

E. PENALTIES FOR ATHLETIC ACTIVITIES

PHS application of any violation will take effect beginning the first competitive event of that season, as such days prior to the first competitive date do not count towards the calendar days as per MSHSL Chemical Bylaw #205.

****THIS IS A MORE RESTRICTIVE INELIGIBILITY PERIOD THAN THE MINIMUM REQUIRED BY THE MSHSL.****

1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or 14 calendar days of the competitive season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of a second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or 21 calendar days of the competitive season in which the student is a participant, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or 28 calendar days of the competitive season in which the student is a participant. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore, or freshman team activity.
5. A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

In Addition:

1. A student who is guilty of an offense after being named or elected as a team captain can no longer be a captain and will not receive any awards associated with being a captain. Coaches/Advisors will have the discretion to apply greater screening criteria of the captain selection process.
2. A student who denies an offense is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.
3. A student may go out for a sport/activity in order to "work off a penalty" and thus make them eligible for future participation. However in order to qualify, they must meet all expectations of that program and must satisfactorily complete the entire season in "good standing."
4. Students may not serve penalties for Academic and Chemical ineligibility concurrently. Each penalty must be served separately.

F. PENALTIES FOR FINE ARTS ACTIVITIES

Note: If a student is simultaneously participating in both an athletic and fine art activity, the period of loss eligibility shall be prescribed by section "C" (Athletic Activities) and apply to all activities. Therefore the following penalties would not apply.

1. **Bylaw:** During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
 - a. The bylaw applies to the 12-month calendar year.
 - b. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PHS application of any violation will take effect beginning the first competitive event of that season, as such days prior to the first competitive date do not count towards the calendar days as per MSHSL Chemical Bylaw #205.

****THIS IS A MORE RESTRICTIVE INELIGIBILITY PERIOD THAN THE MINIMUM REQUIRED BY THE MSHSL.****

2. **Penalties for Category I Fine Arts Activities:** (*Category I Activities Defined: 1-Debate; 2-Speech activities, including One Act Play, when a school schedules a season of interscholastic contests.*)
 - a. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - c. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
 - d. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
 - e. Denial Disqualification: A student shall be disqualified from all interscholastic fine arts activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
3. **Penalties for Category II Fine Arts Activities:** (*Category II Activities Defined: 1-Debate; 2-Speech activities, including One Act Play, when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series; 3-Music activities; 4-Visual Arts activities.*)
 - a. The advisor, Activities Director and other school administration will determine consequences for violations within or involving Level II activities. The notification process and due-process procedures will follow MSHSL by-laws.

- b. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

SOCIAL WEBSITES / PUBLIC DOMAIN

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

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

The full year meeting date list is on file in the Superintendent's Office at the District Office Building. The purpose of the meeting will be on the meeting agenda displayed on the Legal Bulletin Board located in the District Office Hallway, and at on the districts web site www.princeton.k12.mn.us located under Meeting Agenda Access on the home page - no less than three days prior to each meeting date.

DATE/TIME	MEETING	LOCATION
5/14/2013 Tuesday 5:00 p.m.	Finance Committee Meeting (Capital Budget)	Superintendent's Office
5/14/2013 Tuesday 6:30 p.m.	Regular School Board Meeting	District Office Board Room
5/14/2013 Tuesday Approx. 7:10p.m	Closed Board Meeting (Personnel Matter)	TBD
5/14/2013 Tuesday Approx. 8:10p.m	(Re-Open) Regular School Board Meeting	District Office Board Room
5/20/2013 Monday 8:00 a.m.	Activities Committee Meeting	K-Bob Café
5/20/2013 Monday 12:00 p.m.	Community Education Advisory Council Meeting	District Office Board Room
5/20/2013 Monday Time- 5:00 p.m.	2 nd Interviews for PHS Principal Position	District Office Board Room
5/20/2013 Monday Time-Approx. 8:00p.m	Negotiations/Certified Negotiating the Superintendent's Contract	Superintendent's Office
5/28/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
5/28/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
5/28/2013 Tuesday Approx.7:40 p.m	Board of Education Workshop	District Office Board Room
6/4/13 Tuesday 12:00p.m.-1:00p.m.	Curriculum Committee Meeting	District Office Technology Conference Room
6/5/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room
6/6/2013 Thursday 7:00 a.m.	Finance Committee Meeting	Superintendent's Office
6/11/2013 Tuesday 5:30 p.m.	Finance Committee Meeting CHANGED TO 6/6/13	Superintendent's Office
6/11/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME	MEETING	LOCATION
6/19/13 Wednesday 7:00p.m.	Oakland Board Committee Meeting	Cambridge-Isanti District Community Room 625B Main St N. Cambridge
6/21/13 Friday 7:00a.m.	Finance Board Committee Meeting	Superintendent's Office
6/25/2013 Tuesday 5:30p.m.	Policy Committee Meeting	Superintendent's Office
6/25/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
6/25/2013 Tuesday Approx.7:40 p.m.	Board of Education Workshop	District Office Board Room
7/16/2013 Tuesday 6:00 p.m.	Finance Committee Meeting CHANGED TIME FROM 5:30 TO 6:00pm	Superintendent's Office
7/16/2013 Tuesday 6:00 p.m.	Activities Board Committee Meeting CANCELLED	Superintendent's Office
7/16/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
7/24/2013 Wednesday 7:00 a.m.	Facilities Projects Committee Meeting	Superintendent's Office
7/26/2013 Friday 7:00 a.m.	Negotiations – Certified	District Office Board Room
8/8/2013 Thursday 7:00 a.m.	Wellness Board Committee Meeting	District Office Board Room
8/13/2013 Tuesday 5:30 p.m.	Finance Committee Meeting CANCELLED Primary Election Day	Superintendent's Office
8/13/2013 Tuesday 8:05 p.m.	Regular School Board Meeting	District Office Board Room
8/14/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
8/21/2013 Wednesday 9:00 a.m.	Facilities Projects Committee Meeting	Superintendent's Office
8/21/2013 Wednesday 7:00 a.m.	Security Committee Meeting	District Office Board Room

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DATE/TIME	MEETING	LOCATION
8/27/2013 Tuesday 5:30 p.m.	Policy Committee Meeting CANCELLED	Superintendent's Office
8/27/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
8/27/2013 Tuesday, Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
9/10/2013 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
9/10/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
9/10/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/11/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
9/24/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office
9/24/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
9/24/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
9/25/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
10/1/201 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
10/8/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
10/8/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/09/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
10/22/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Office

2012-2013 SCHOOL BOARD MEETINGS & SCHOOL BOARD COMMITTEE MEETINGS

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DATE/TIME	MEETING	LOCATION
10/22/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
10/22/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
10/23/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
11/12/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/13/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
11/26/2013 Tuesday 5:30 p.m.	Policy Committee Meeting	Superintendent's Meeting
11/26/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
11/26/2013 Tuesday Approx. 7:40-8:40 p.m.	Board of Education Workshop	District Office Board Room
11/27/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
12/3/14 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
12/17/2013 Tuesday 5:30 p.m.	Finance Committee Meeting	Superintendent's Office
12/17/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room
12/18/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
01/14/2013 Tuesday, 5:30 p.m.	Finance Board Committee Meeting	Superintendent's Office
01/14/2013 Tuesday 7:00 p.m.	Regular School Board Meeting	District Office Board Room

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DATE/TIME	MEETING	LOCATION
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01/15/2013 Wednesday 3:30 p.m.	Facilities Projects Committee Meeting	Superintendent's Office
2/4/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
6/3/2014 Tuesday 12:00-1:00 p.m.	Curriculum Committee Meeting	TBD
April 5-7, 2014	NSBA Conference	New Orleans, LA

Updated 7/12/13 Added all Facilities Projects Committee Meetings through mid January & added Reg.Board meeting & Finance Meeting on 1/14/2013.

Updated 7/10/13 Reinstated finance meeting on 7/16/13 at 6:00 p.m.

Update 7/10/13 Cancelled 7/16/13 Activities and Finance Board Committee Meetings

Updated 6/20/13 Added Negotiations Certified 7/26/13 & Security Meeting 8/21/13 both at 7:00 a.m.

Updated 6/13/13 Amended the Finance Committee meeting due to a change of meeting day to 6/21/13 7:00 a.m.

Updated 6/5/13 Added the NSBA (National School Board Association) Conference in 2014

Updated 5/30/13 Finance meeting change from 6/11/13 to 6/6/13