

Princeton Public Schools - ISD 477

Tuesday, March 17, 2015 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

1. PROCEDURAL ITEMS

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

5. REPORTS

- a. Board Members Committee Reports
- b. Student Council Report
- c. Superintendent Report

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

8. 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.

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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 3rd day of March 2015, at 7:00 p.m. in the District Office Board Room.

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

Members Absent: None

Others present: Superintendent Julia Espe and the Director of Business Services Michelle Czech, and the Director of Teaching and Learning Julie Williams.

Student Council Representative: Absent

Citizen Comments: None

REPORTS

Board committee meeting(s) and School Events each Board member attended.

Howard Vaillancourt: (2) Project Oversight Committee meetings, Teaching and Learning
Chad Young: Oakland Board Meeting
Eric Minks: Finance meeting
Jeremy Miller: Finance meeting
Deb Ulm: (2) Project Oversight Committee meetings, Agenda Planning, Finance meeting

Student Council Report: Conference planned for student council went great.

Superintendent Report: Looking forward to interviews on 3/6/15 for the new Executive Secretary. There is amazing work with learning goals and scales at every school in the district. Accompanied two students to the House of Representatives to testify on House File 1217 which if passed would provide three times the current amount of money for college in schools and AP programs. This was sponsored by MREA, MASA and the Center for School Change. Princeton is seriously being considered for the Early Childhood Grant which is very good news.

APPROVE AGENDA

Motion made by Jeremy Miller and seconded by Craig Johnson to approve the agenda. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Craig Johnson and seconded by Howard Vaillancourt to approve the February 17, 2015 Regular Board Meeting Minutes as presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Chad Young and seconded by Craig Johnson to approve the consent agenda items: Personnel, Gifts, Open Enrollments, Field Trip, and Fundraisers. Motion passed unanimously.

POLICIES – 1ST READINGS - #208, 406, 410, 413, 419, 421, 425, 501, 506, 509, 526, 603, 807

Each policy contained minimal changes – the district followed MSBA's suggested changes.

Policy #805 was referred back to the policy committee for clarification.

INFORMATION

Budget Boot Camp – Superintendent Espe discussed meetings that have been taking place on district initiatives to recruit or retain students. Presentations of the proposals will be given at the next meeting.

American Indian Committee – No Report

ACTION ITEMS

Revised Budget

Motion was made by Jeremy Miller and seconded by Howard Vaillancourt to approve the 2015-16 Revised Budget as it was presented. Upon roll call the following voted in favor of: Eric Minks, Jeremy Miller, Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, and the following voted against: Chuck Nagle. Motion passed 6:1.

Naming the Elementary School

Motion was made by Eric Minks and seconded by Craig Johnson to approve the name for the new elementary school to Princeton Primary School, and approve the name change of North Elementary to Princeton Intermediate School. Motion passed 6:1. Board member Jeremy Miller opposed.

2015-2017 School Year Calendars

Julie Williams explained to the Board that the school year calendars for 2015-2016 and 2016-2107 have been revised to accommodate building projects that will occur between the Spring of 2015 and Fall of 2016. Motion made by Howard Vaillancourt and seconded by Craig Johnson to approve the 2015-2106 school year calendar and table a decision on the 2016-2017 calendar until revisions are made. Motion passed 6:1. Board member Craig Johnson opposed.

FUTURE BOARD COMMITTEE MEETINGS - None

ADDITIONS TO AGENDA - None

ADJOURN – The meeting was adjourned at 8:13 p.m.

Recorder: Sonia Strickland

Chair Deb Ulm

Clerk Eric Minks

March 17, 2015

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Evan Cornell	Extra Duty	Assistant Clay Target League Coach	PEA	Jeff Hanson	3/3/2015	\$2,541.00
Kelly Dorr	Extra Duty	BOKS Advisor	PEA	N/A	9/1/2014	\$1,089.00
Tami Duke	Intermittent LOA	Counselor - HS	PEA	N/A	2/23/2015	N/A
Jennifer Keil	Resignation	Technician - DO	Indiv.	N/A	3/13/2015	N/A
Kari Osborne	New	Executive Secretary - DO	Indiv.	Bridget Sorenson	3/23/2015	\$20.00/Hr 2015-2016 \$20.80/Hr 2016-2017
Jean Roof	LOA	Work Experience Teacher - HS	PEA	N/A	2/17/15 - 3/18/15	N/A
Allison Ruzek	Extended LOA	4th Grade Teacher - NE	PEA	N/A	Returns 3/30/15	N/A
Jill Rygwall	New	Special Education Para - NE	PARA	Stephanie Wolfe	3/11/2015	\$13.50/Hr
Cally Simansky	Extra Duty	Assistant Track Coach	PEA	N/A	3/3/2015	\$2,968.00
Josie Zytkovicz	Extra Duty	BOKS Advisor	PEA	N/A	9/1/2014	\$1,089.00

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

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	61674	157649	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	02/20/2015	1,716.61
		61657	157650	Check	1	14605		ANDERSON CATHY	Yes	Yes	No	USD	02/20/2015	85.00
		61661	157651	Check	1	14610		BERRY SCOTT	Yes	No	No	USD	02/20/2015	95.00
		61641	157652	Check	1	10707		BURT ROBERT	Yes	No	No	USD	02/20/2015	111.00
		61664	157653	Check	1	1836	10	C.M.A.S.S.P.	Yes	Yes	No	USD	02/20/2015	120.00
		61643	157654	Check	1	11265		CHRISTENSON KRIS	Yes	No	No	USD	02/20/2015	200.00
		61654	157655	Check	1	14140		CONNER JINA	Yes	Yes	No	USD	02/20/2015	35.75
		61665	157656	Check	1	2136		DEVER JOE	Yes	Yes	No	USD	02/20/2015	200.00
		61675	157657	Check	1	7846		EDHELPER	Yes	No	No	USD	02/20/2015	299.85
		61646	157658	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	02/20/2015	1,042.00
		61677	157659	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	Yes	No	USD	02/20/2015	85.00
		61660	157660	Check	1	14609		FOUR WHEELER	Yes	Yes	No	USD	02/20/2015	35.97
		61673	157661	Check	1	7493		FRIDLEY HIGH SCHOOL	Yes	No	No	USD	02/20/2015	312.00
		61648	157662	Check	1	13036		HAHN RYAN	Yes	Yes	No	USD	02/20/2015	109.00
		61645	157663	Check	1	11937		HILLMAN KEVIN	Yes	No	No	USD	02/20/2015	109.00
		61650	157664	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	02/20/2015	11,340.25
		61666	157665	Check	1	4007		KEMPS	Yes	Yes	No	USD	02/20/2015	4,279.98
		61655	157666	Check	1	14411		KENMARK, INC.	Yes	No	No	USD	02/20/2015	300.00
		61662	157667	Check	1	14611		LORENZ BUS SERVICE, INC.	Yes	Yes	No	USD	02/20/2015	1,200.00
		61652	157668	Check	1	13532	1	M.A.F.C.S.	Yes	No	No	USD	02/20/2015	365.00
		61658	157669	Check	1	14606		MANTHEI JOHN	Yes	Yes	No	USD	02/20/2015	109.00
		61676	157670	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	02/20/2015	85.00
		61663	157671	Check	1	14612		MCCANN BETSY	Yes	Yes	No	USD	02/20/2015	75.00
		61659	157672	Check	1	14607		MULDER JOHN	Yes	Yes	No	USD	02/20/2015	111.00
		61667	157673	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	No	No	USD	02/20/2015	400.00
		61668	157674	Check	1	4604		NELSON BONNIE MAY	Yes	No	No	USD	02/20/2015	85.00
		61649	157675	Check	1	13073		NORTH BRANCH KNOWLEDGE BOW	Yes	Yes	No	USD	02/20/2015	75.00
		61642	157676	Check	1	10973		ORTON JASON	Yes	Yes	No	USD	02/20/2015	43.00
		61651	157677	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	02/20/2015	256,683.10
		61672	157678	Check	1	7092		PETERSON TIM	Yes	Yes	No	USD	02/20/2015	85.00
		61669	157679	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	02/20/2015	54,434.40
		61670	157680	Check	1	5673		SHERBURNE ERIK	Yes	No	No	USD	02/20/2015	200.00
		61671	157681	Check	1	5936	2	ST. MICHAEL ALBERTVILLE-SPEECH	Yes	Yes	No	USD	02/20/2015	275.00
		61644	157682	Check	1	11407		STURGES SHANE	Yes	Yes	No	USD	02/20/2015	111.00
		61656	157683	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	02/20/2015	23,388.43
		61647	157684	Check	1	12783	1	TIME	Yes	Yes	No	USD	02/20/2015	104.25
		61653	157685	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	02/20/2015	320.16
		61678	157686	Check	1	13532		M.A.F.C.S.	Yes	No	No	USD	02/23/2015	780.00
		61690	157687	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD	02/27/2015	489.24
		61695	157688	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	02/27/2015	786.44
		61692	157689	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	02/27/2015	67.14

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Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Vold	Currency	Pmt/Void Date	Amount
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		61689	157691	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	02/27/2015	270.69
		61688	157692	Check	1	13771		METLIFE	Yes	No	No	USD	02/27/2015	10,947.70
		61693	157693	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	02/27/2015	119.43
		61696	157695	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	02/27/2015	18,606.16
		61697	157696	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	02/27/2015	1,269.47
		61698	157697	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	02/27/2015	2,673.80
		61699	157698	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	02/27/2015	952.58
		61691	157699	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	02/27/2015	235.64
		61702	157700	Check	1	8661		XCEL ENERGY CENTER	Yes	No	No	USD	02/26/2015	78.00
		61703	157701	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	02/27/2015	80.00
		61748	157702	Check	1	1040	1	ACT	Yes	No	No	USD	02/27/2015	14.50
		61769	157703	Check	1	14630		ANDERSON CARA	Yes	No	No	USD	02/27/2015	50.00
		61762	157704	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	02/27/2015	85.00
		61763	157705	Check	1	14624		ANDERSON SUE	Yes	No	No	USD	02/27/2015	50.00
		61772	157706	Check	1	14633		BALZER NATHAN	Yes	No	No	USD	02/27/2015	111.00
		61749	157707	Check	1	10527		BECKERS JENNIFER	Yes	No	No	USD	02/27/2015	63.00
		61761	157708	Check	1	14569		BLOOD DOUGLAS	Yes	No	No	USD	02/27/2015	111.00
		61771	157709	Check	1	14632		BOLAND WILLIAM	Yes	No	No	USD	02/27/2015	111.00
		61756	157710	Check	1	13112		BOLLANT JOE	Yes	No	No	USD	02/27/2015	111.00
		61753	157711	Check	1	11358		BOYSEN CRAIG	Yes	No	No	USD	02/27/2015	111.00
		61775	157712	Check	1	1836	10	C.M.A.S.S.P.	Yes	No	No	USD	02/27/2015	80.00
		61774	157713	Check	1	1640	1	CAMBRIDGE-ISANTI COMMUNITY EC	Yes	No	No	USD	02/27/2015	168.00
		61767	157714	Check	1	14628		CARLSON JUSTIN	Yes	No	No	USD	02/27/2015	50.00
		61784	157715	Check	1	8012		CHAFFER RONALD	Yes	No	No	USD	02/27/2015	30.00
		61751	157716	Check	1	11265		CHRISTENSON KRIS	Yes	No	No	USD	02/27/2015	50.00
		61754	157717	Check	1	12681		DAHL LAURA	Yes	No	No	USD	02/27/2015	50.00
		61776	157718	Check	1	2123		DEPARTMENT OF MATHEMATICS	Yes	No	No	USD	02/27/2015	330.00
		61755	157719	Check	1	12889		DOWNEY WENDY	Yes	No	No	USD	02/27/2015	75.00
		61764	157720	Check	1	14625		FISKUM JACK	Yes	No	No	USD	02/27/2015	50.00
		61788	157721	Check	1	9530		FLOERCHINGER MICHAEL J.	Yes	No	No	USD	02/27/2015	85.00
		61770	157722	Check	1	14631		HAYNUS RAYMOND	Yes	No	No	USD	02/27/2015	111.00
		61786	157723	Check	1	8543		I.S.D. #139	Yes	No	No	USD	02/27/2015	40.00
		61777	157724	Check	1	4007		KEMPS	Yes	No	No	USD	02/27/2015	3,270.98
		61778	157725	Check	1	4469	1	M.S.C.A.	Yes	No	No	USD	02/27/2015	50.00
		61779	157726	Check	1	4469	6	M.S.C.A.	Yes	No	No	USD	02/27/2015	160.00
		61787	157727	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	02/27/2015	85.00
		61773	157728	Check	1	14634		MUELLENBACH DIANE	Yes	No	No	USD	02/27/2015	38.15
		61780	157729	Check	1	4604		NELSON BONNIE MAY	Yes	No	No	USD	02/27/2015	85.00
		61789	157730	Check	1	9608		O'NEILL MARY KAY	Yes	No	No	USD	02/27/2015	50.00
		61768	157731	Check	1	14629		OSTERHOUSE BEN	Yes	No	No	USD	02/27/2015	50.00

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		61766	157734	Check	1	14627		PRESLEY BRYANNE	Yes	No	No	USD	02/27/2015	50.00
		61750	157735	Check	1	10862		PUTNAM MAUREEN	Yes	No	No	USD	02/27/2015	250.00
		61752	157736	Check	1	11308		ROEHL TYLER	Yes	No	No	USD	02/27/2015	65.00
		61781	157737	Check	1	5491		SARTELL HIGH SCHOOL	Yes	No	No	USD	02/27/2015	75.00
		61759	157738	Check	1	14148		SCHROEDER DAN	Yes	No	No	USD	02/27/2015	30.00
		61758	157739	Check	1	13505		SCHULZE JOEL	Yes	No	No	USD	02/27/2015	111.00
		61785	157740	Check	1	8064		SIPE GARY	Yes	No	No	USD	02/27/2015	111.00
		61765	157741	Check	1	14626		STENG ANN	Yes	No	No	USD	02/27/2015	50.00
		61782	157742	Check	1	6813		STREET FREDERICK G	Yes	No	No	USD	02/27/2015	50.00
		61760	157743	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	02/27/2015	21,444.65
		61790	157744	Check	1	5878	2	ST. CLOUD TECHNICAL COLLEGE	Yes	No	No	USD	03/02/2015	105.00
		61791	157745	Check	1	5872		STAGES THEATRE CO	Yes	No	No	USD	03/04/2015	1,210.00
		61793	157746	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	03/06/2015	2,594.97
		61800	157747	Check	1	14605		ANDERSON CATHY	Yes	No	No	USD	03/06/2015	85.00
		61814	157748	Check	1	8802		ANDERSON LINDA L.	Yes	No	No	USD	03/06/2015	85.00
		61796	157749	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	03/06/2015	83.20
		61803	157750	Check	1	1693		CASH	Yes	No	No	USD	03/06/2015	540.00
		61799	157751	Check	1	14494		CENTRAL MN ART CO-OP	Yes	No	No	USD	03/06/2015	765.60
		61804	157752	Check	1	2085		DEEP PORTAGE CONSERVATION	Yes	No	No	USD	03/06/2015	23,715.00
		61805	157753	Check	1	2379	1	ELSMORE AQUATIC	Yes	No	No	USD	03/06/2015	1,509.80
		61802	157754	Check	1	14638		FLASHBAY, INC.	Yes	No	No	USD	03/06/2015	1,205.00
		61795	157755	Check	1	12824	1	FOREST LAKE AREA HIGH SCHOOL	Yes	No	No	USD	03/06/2015	240.00
		61794	157756	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	03/06/2015	1,012.44
		61806	157757	Check	1	4007		KEMPS	Yes	No	No	USD	03/06/2015	4,033.98
		61815	157758	Check	1	8850		KILLMER COMPUTING INC	Yes	No	No	USD	03/06/2015	65.70
		61813	157759	Check	1	8650		KOPETKA FRANK	Yes	No	No	USD	03/06/2015	111.00
		61807	157760	Check	1	4090		M.C.E.A.	Yes	No	No	USD	03/06/2015	199.00
		61808	157761	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	03/06/2015	350.00
		61817	157762	Check	1	9508		MATTICK KRISTEN	Yes	No	No	USD	03/06/2015	85.00
		61809	157763	Check	1	4604		NELSON BONNIE MAY	Yes	No	No	USD	03/06/2015	85.00
		61792	157764	Check	1	10300		PRINCETON YOUTH BASKETBALL	Yes	No	No	USD	03/06/2015	76.80
		61812	157765	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	03/06/2015	2,006.00
		61797	157766	Check	1	14410		REVOLUTION CYCLE & SKI	Yes	No	No	USD	03/06/2015	312.96
		61810	157767	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	No	No	USD	03/06/2015	1,403.59
		61811	157768	Check	1	7446	1	SIGHTLINE DISPLAYS, LLC	Yes	No	No	USD	03/06/2015	730.00
		61816	157769	Check	1	9494	1	SNA	Yes	No	No	USD	03/06/2015	237.00
		61798	157770	Check	1	14477		TEACHERS ON CALL	Yes	No	No	USD	03/06/2015	18,328.40
		61801	157771	Check	1	14637		TRESONA MULTIMEDIA	Yes	No	No	USD	03/06/2015	235.00
		61824	157772	Check	1	9567		KIMBALL HIGH SCHOOL	Yes	No	No	USD	03/11/2015	273.00

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	61821	157773	Check	1	10168		PAULSON COURTNEY	Yes	No	No	USD	03/11/2015	250.00
			61822	157774	Check	1	5040		PIZZA BARN	Yes	No	No	USD	03/11/2015	172.56
			61823	157775	Check	1	7006		THUNDER BLADES INC	Yes	No	No	USD	03/11/2015	475.00
			61825	157776	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	03/11/2015	413.00
			61836	157777	Check	1	11511	1	ACME TOOLS	Yes	No	No	USD	03/17/2015	382.79
			61827	157778	Check	1	1040		ACT PLAN	Yes	No	No	USD	03/17/2015	850.00
			61861	157779	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	03/17/2015	187.50
			61831	157780	Check	1	1072		AIM ELECTRONICS INC.	Yes	No	No	USD	03/17/2015	110.00
			61868	157781	Check	1	14588		ALL VOLLEYBALL	Yes	No	No	USD	03/17/2015	129.35
			61835	157782	Check	1	1149		AMSTERDAM PRINTING AND LITHO	Yes	No	No	USD	03/17/2015	151.80
			61838	157783	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	03/17/2015	3,102.70
			61830	157784	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIK	Yes	No	No	USD	03/17/2015	75.98
			61841	157785	Check	1	1255	2	ATLAS PEN & PENCIL CORP	Yes	No	No	USD	03/17/2015	91.28
			61842	157786	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	03/17/2015	374.00
			61843	157787	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	03/17/2015	1,050.89
			61881	157788	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	03/17/2015	6,953.00
			61850	157789	Check	1	13274		CENTRAL FLEET SERVICE	Yes	No	No	USD	03/17/2015	893.13
			61866	157790	Check	1	14506		CHILDGARDEN STORE	Yes	No	No	USD	03/17/2015	420.52
			61871	157791	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	03/17/2015	92,415.00
			61865	157792	Check	1	14464		CLASSROOMS ESSENTIALS ONLINE	Yes	No	No	USD	03/17/2015	1,605.11
			61914	157793	Check	1	9534		COMMERCIAL KITCHEN SERVICES	Yes	No	No	USD	03/17/2015	351.75
			61853	157794	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	03/17/2015	753.22
			61862	157795	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	03/17/2015	23.41
			61826	157796	Check	1	10069		DALCO	Yes	No	No	USD	03/17/2015	31,020.19
			61873	157797	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	03/17/2015	185.07
			61844	157798	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	03/17/2015	1,144.61
			61913	157799	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	03/17/2015	320.80
			61874	157800	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	03/17/2015	5,186.76
			61909	157801	Check	1	7874	1	ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	03/17/2015	632.00
			61863	157802	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	03/17/2015	242.69
			61870	157803	Check	1	14608		GLAZEBROOK AND ASSOCIATES	Yes	No	No	USD	03/17/2015	74.70
			61908	157804	Check	1	6645		GRAINGER	Yes	No	No	USD	03/17/2015	890.89
			61860	157805	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	03/17/2015	288.75
			61829	157806	Check	1	10503	2	GTM SPORTSWEAR	Yes	No	No	USD	03/17/2015	364.00
			61839	157807	Check	1	12253	3	GUITAR CENTER	Yes	No	No	USD	03/17/2015	703.12
			61834	157808	Check	1	11273		HAAN CRAFTS	Yes	No	No	USD	03/17/2015	33.00
			61875	157809	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	03/17/2015	3,117.77
			61910	157810	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	03/17/2015	1,213.00
			61832	157811	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	03/17/2015	26,909.00
			61833	157812	Check	1	11237		INFINITY ONLINE	Yes	No	No	USD	03/17/2015	1,400.00
			61876	157813	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	03/17/2015	770.17

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	61869	157814	Check	1	14601		JIM LAABS MUSIC	Yes	No	No	USD	03/17/2015	269.00
		61859	157815	Check	1	13868		K12 TRANSPORTATION MANAGEME	Yes	No	No	USD	03/17/2015	4,000.00
		61854	157816	Check	1	13446		KARLSBURGER FOODS, INC.	Yes	No	No	USD	03/17/2015	56.28
		61877	157817	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	03/17/2015	1,434.64
		61878	157818	Check	1	3661	1	KROMER CO.	Yes	No	No	USD	03/17/2015	415.64
		61879	157819	Check	1	3701		LAKESHORE	Yes	No	No	USD	03/17/2015	402.44
		61880	157820	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	03/17/2015	5,225.28
		61845	157821	Check	1	12647		LOFFLER	Yes	No	No	USD	03/17/2015	3,578.52
		61883	157822	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	03/17/2015	150.00
		61837	157823	Check	1	11724		MANUFACTURER'S SUPPLY	Yes	No	No	USD	03/17/2015	66.63
		61882	157824	Check	1	4022		MARKERBOARD PEOPLE	Yes	No	No	USD	03/17/2015	211.75
		61884	157825	Check	1	4086		MCDOWALL COMFORT MANAGEME	Yes	No	No	USD	03/17/2015	200.50
		61888	157826	Check	1	4348	2	MDE MN CARRER INFO SYSTEM	Yes	No	No	USD	03/17/2015	1,110.00
		61828	157827	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	03/17/2015	338.32
		61912	157828	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	03/17/2015	71.25
		61885	157829	Check	1	4241		MILLE LACS COUNTY FSWD	Yes	No	No	USD	03/17/2015	18,713.15
		61886	157830	Check	1	4273		MINNESOTA CLAY CO.	Yes	No	No	USD	03/17/2015	466.68
		61887	157831	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	03/17/2015	597.13
		61889	157832	Check	1	4354		MN DEPARTMENT OF PUBLIC SAFET	Yes	No	No	USD	03/17/2015	75.00
		61872	157833	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	03/17/2015	200.00
		61846	157834	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	03/17/2015	103.95
		61890	157835	Check	1	4537		NASCO	Yes	No	No	USD	03/17/2015	1,128.46
		61915	157836	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	03/17/2015	174.00
		61848	157837	Check	1	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	03/17/2015	3,630.60
		61891	157838	Check	1	4707		NORCOSTCO INC.	Yes	No	No	USD	03/17/2015	1,026.43
		61892	157839	Check	1	4827	4	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	03/17/2015	135.00
		61893	157840	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	03/17/2015	1,409.00
		61894	157841	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	03/17/2015	1,796.75
		61895	157842	Check	1	5156		PRINCETON UNION-EAGLE	Yes	No	No	USD	03/17/2015	38.00
		61867	157843	Check	1	14574		PROVANTAGE LLC	Yes	No	No	USD	03/17/2015	5,120.04
		61896	157844	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	03/17/2015	1,118.49
		61897	157845	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	03/17/2015	44.82
		61898	157846	Check	1	5301	2	RESOURCES FOR EDUCATORS	Yes	No	No	USD	03/17/2015	219.00
		61899	157847	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	03/17/2015	88.50
		61856	157848	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	03/17/2015	8,851.11
		61851	157849	Check	1	13311		SANDSTROM'S	Yes	No	No	USD	03/17/2015	302.79
		61900	157850	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	03/17/2015	46.15
		61858	157851	Check	1	13796	1	SCHOOL SAFETY SOLUTION, LLC	Yes	No	No	USD	03/17/2015	245.22
		61901	157852	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	03/17/2015	95.30
		61902	157853	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	03/17/2015	705.90
		61852	157854	Check	1	13336		SOURCEONE GRAPHICS, INC.	Yes	No	No	USD	03/17/2015	101.06

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	61903	157855	Check	1	5974		STUMPS	Yes	No	No	USD	03/17/2015	737.80
		61855	157856	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	03/17/2015	909.10
		61904	157857	Check	1	6054	3	TARGET BANK	Yes	No	No	USD	03/17/2015	44.62
		61847	157858	Check	1	12983		TCH INTEGRATED ACCESS SYSTEM	Yes	No	No	USD	03/17/2015	1,351.19
		61857	157859	Check	1	13767		TEACHERS PAY TEACHERS	Yes	No	No	USD	03/17/2015	38.00
		61840	157860	Check	1	12413	1	THOMAS TOOLAND SUPPLY INC.	Yes	No	No	USD	03/17/2015	60.27
		61905	157861	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	03/17/2015	365.96
		61906	157862	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	03/17/2015	2,004.96
		61911	157863	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	03/17/2015	174.39
		61864	157864	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	03/17/2015	79,893.97
		61849	157865	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	03/17/2015	490.39
		61907	157866	Check	1	6461		WATSON CO. INC.	Yes	No	No	USD	03/17/2015	222.08
Bank Total: 001													\$840,251.92	
Report Total:													\$840,251.92	

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

Fund Description	Total
01 General Fund	\$680,478.99
02 Food Service	\$107,853.36
04 Community Service	\$4,161.08
10 Student Activities	\$47,758.49
Report Total	\$840,251.92

**Princeton Public Schools #477
Detail Payment Register By Vendor**

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type
11973		BRAUN INTERTEC CORPORATION							
			0477	001	157867				Check
				E	06 110 870 000 000 305	Engineering-Analysis/Evaluation/Reports		\$2,148.00	
				E	06 110 870 000 000 305	Truck Mounted Drilling Serv. - Rig and Crew		\$5,580.00	
				E	06 110 870 000 000 305	Truck Mounted Drilling Serv. - Staking Clearan		\$979.25	
				E	06 110 870 000 000 305	Soils Test		\$61.00	
		Voucher #: 108510 Invoice			Invoice No: B021216		3/17/2015		Paid Amt: \$8,768.25
									Check Amount: \$8,768.25
									Vendor Total: \$8,768.25
11238		ICS CONSULTING, INC							
			0477	001	157868				Check
				E	06 110 870 000 000 305	Progress Billing		\$20,000.00	
				E	06 110 870 000 000 305	Mileage		\$253.00	
		Voucher #: 108511 Invoice			Invoice No: 2592		3/17/2015		Paid Amt: \$20,253.00
									Check Amount: \$20,253.00
									Vendor Total: \$20,253.00
13827		WOLD ARCHITECTS AND ENGINEERS							
			0477	001	157869				Check
				E	06 110 870 000 000 305	31% of Contract Documents		\$136,938.00	
				E	06 110 870 000 000 305	In House/Cad Reproduction		\$3,423.45	
				E	06 110 870 000 000 305	Reprographics		\$332.32	
				E	06 110 870 000 000 305	Communications		\$48.27	
				E	06 110 870 000 000 305	Mileage		\$928.96	
				E	06 110 870 000 000 305	Parking		\$20.00	
		Voucher #: 108509 Invoice			Invoice No: 45335		3/17/2015		Paid Amt: \$141,691.00
									Check Amount: \$141,691.00
									Vendor Total: \$141,691.00
									Report Total: \$170,712.25

**Princeton Public Schools #477
Pre Payment Report**

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	13827	Y	WOLD ARCHITECTS AND ENGINEE	fund06	108512	45509	147,264.62	0.00	147,264.62	02/28/2015	02/28/2015	02/28/2015
							Check Amount:		\$147,264.62			
							Report Total:		\$147,264.62			

*Does not meet minimum amount
**Exceeds maximum amount

Princeton Public Schools - ISD #477

Wire Transfer Report

March 17, 2015

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
2/13/2015	\$ 497,864.40	ACH File Transfer
2/13/2015	\$ 173,927.15	Federal Tax Wire Transfer
2/13/2015	\$ 26,787.46	State Tax Wire Transfer
2/13/2015	\$ 8,808.23	Select Account HSA
2/13/2015	\$ 167.68	MN Revenue
2/13/2015	\$ 81,057.20	TRA File Transfer
2/13/2015	\$ 31,775.08	PERA File Transfer
2/13/2015	\$ 741.11	MN Child Support File Transfer
2/13/2015	\$ 27,640.39	TSA File Transfer
2/27/2015	\$ 496,061.98	ACH File Transfer
2/27/2015	\$ 172,637.83	Federal Tax Wire Transfer
2/27/2015	\$ 26,376.36	State Tax Wire Transfer
2/27/2015	\$ 8,858.23	Select Account H S A
2/27/2015	\$ 167.68	MN Revenue
2/27/2015	\$ 80,815.34	TRA File Transfer
2/27/2015	\$ 31,425.13	PERA File Transfer
2/27/2015	\$ 891.48	MN Child Support File Transfer
2/27/2015	\$ 27,740.38	TSA File Transfer
3/3/2015	\$ 10,977.99	BMO Harris Bank - (Pcards)
3/5/2015	\$ 573.00	MN Revenue - (Sales tax)
TOTAL	\$ 1,705,294.10	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR FEBRUARY 2015**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	12,238,013.00	2,474,474.12	2,408,546.32	1,293.71	12,303,940.80
02 Food Service	392,128.15	165,625.99	140,972.95	(1,702.42)	416,781.19
04 Community Service	504,221.73	40,732.38	108,094.10	(673.66)	436,860.01
06 Building Fund	29,156,994.29	12,119.43	20,246.40	0.00	29,148,867.32
07 Debt Service	541,858.49	5,443.80	0.00	64.34	547,302.29
10 Activities	173,494.55	48,794.16	24,713.41	0.00	197,575.30
TOTAL	43,006,710.21	2,747,189.88	2,702,573.18		43,051,326.91

Bank Accounts

AP/PR Account (Bremer)	376,148.32
MSDLAF+	3,733,726.72
Investments (Fd01)	9,979,433.11
Investments (Fd06)	<u>29,148,867.32</u>
	43,238,175.47
O/S Accts Pay Checks	(125,902.76)
O/S Payroll Checks	(1,537.37)
O/S Wires	(64,034.13)
NSF Checks	<u>4,625.70</u>
TOTAL	43,051,326.91

Open Enrolled Students (Out/In) as of March 17, 2015

In/Out	Start Date	Resident Dist	Attending Dist	Grade	Reason Given
Out	9/1/15	Princeton	Elk River	K	survey sent
Out	9/2/14	Princeton	Elk River	11	survey sent
Out	10/1/14	Princeton	Foley	4	survey sent
Out	10/2/14	Princeton	Foley	K	survey sent
Out	9/1/15	Princeton	Elk River	K	survey sent
In	9/2/14	Elk River	Princeton	12	living status changed, wants to graduate from Princeton
In	9/2/14	Milaca	Princeton	11	preferred district
In	3/9/15	Elk River	Princeton	9	preferred district

**2014-2015 ENROLLMENT
2015 DISTRICT ENROLLMENT TRACKING**

				10/1/2014											10/28/2014
		Original		End of	End of	End of	End of	End of	End of	End of	End of	End of	Last Day of	Average	10/28/2014
		Budget	Opening	September	October	November	December	January	February	March	April	May	School	Enrollment	2014 ADM
															End of Year
South	K	222.8	233	231	229	229	231	232	231					230.40	222.88
	1st	236.4	222	221	219	219	222	226	226					221.40	242.16
	2nd	240.5	247	246	247	247	248	250	251					247.60	248.99
	Sub Total	699.7	702	698	695	695	701	708	708	0	0	0	0	699.40	714.03
North	3rd	244.2	246	244	243	243	243	244	244					243.40	230.34
	4th	229.1	240	237	241	241	240	238	239					239.40	223.48
	5th	224.3	229	228	228	228	226	226	226					227.20	255.67
	Sub Total	697.6	715	709	712	712	709	708	709	0	0	0	0	710.00	709.49
Middle	6th	254.9	262	260	260	258	260	260	259					259.60	262.87
	7th	258.9	267	268	268	266	267	267	269					267.20	267.97
	8th	270.3	279	276	277	276	273	273	273					275.00	256.91
	Sub Total	784.1	808	804	805	800	800	800	801	0	0	0	0	801.80	787.75
High School	9th	259.7	267	267	265	265	263	261	263					264.20	257.89
	10th	253.5	254	251	255	256	253	253	254					253.60	265.16
	11th	251.8	252	249	247	248	249	247	245					248.00	247.10
	12th	245.3	261	255	251	252	250	250	249					251.60	234.85
	Sub Total	1010.3	1034	1022	1018	1021	1015	1011	1011	0	0	0	0	1,017.40	1,005.00
K-12 Total		3191.7	3259	3233	3230	3228	3225	3227	3229	0	0	0	0	3,228.60	3216.27
			3259	-26	-29	-31	-34	-32	-30	-3259	-3259	-3259	-3259	-30	

Gifts to Princeton Schools
March 17, 2015

School/Program	Amount/Item	Donor	Purpose
Performing Art Center	\$705.43	Richard Fillafer	Performing Art Center Video Display, Desk, Signage
Princeton High School	200 Chapsticks	State Farm Ins - Curt VanOort	Reward for students to be responsible and use their seatbelts.

FIELD TRIP REQUEST COMMUNITY EDUCATION

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the Community Education Director. Extended field trips require itinerary and contract to be attached.

Date: 2/17/15	Community Education Extended Field Trip
Chaperone: Anthony VonBank	Group/Class: Current 8th grade to current 11th grade
Number of Students: 6-22	Number of Chaperones: 2-3 TBD on enrollment
Destination: Paris and London	Total Miles: Traveling by Air
Departure Date / Time: TBD tentative August 2 2016	Return Date / Time: TBD tentative August 11 2016
School Days Missed: 0	Non-School traveling days: 10
Transportation Method: Students and parents will organize car pool to airport, then they will transported through designated airline that we will know 70 days prior to departure.	

Total Cost is to be paid to Travel company by student participants. Travel company is contracted service.

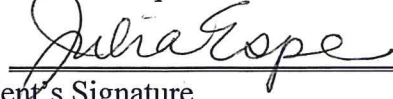
The purpose of this trip: Student education and enrichment.

Fee to be paid to Community Education from Travel Company

Approved Disapproved  Date 3.10.15
 Activities Director Signature

Approved Disapproved _____ Date _____
 Principal's Signature

For extended field trips, these additional signatures are required:

Approved Disapproved  Date 3.12.15
 Superintendent's Signature

Approved Disapproved _____ Date _____
 School Board Chairperson



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/03/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.CertRequest@marsh.com 212-948-4377	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : AXA Insurance Company		33022
INSURER B : N/A		N/A
INSURER C : N/A		N/A
INSURER D : MODERNA		_____
INSURER E : _____		_____
INSURER F : _____		_____

INSURED
 EF Travel, Inc.
 d/b/a EF Education, Inc. and all Subsidiaries and Affiliates
 One Education Street
 Cambridge, MA 02141

COVERAGES **CERTIFICATE NUMBER:** NYC-007021171-01 **REVISION NUMBER:** 11

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PCS001344(14)	10/01/2014	10/01/2015	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC					GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
D	UMBRELLA LIAB			616962	10/01/2014	10/01/2015	EACH OCCURRENCE	\$ 15,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 15,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Re: Princeton Middle School, 1100 4th Ave N., Princeton, MN 55371
 Princeton Public Schools is included as additional insured (except workers compensation) where required by written contract.

CERTIFICATE HOLDER Princeton Public Schools Attn: Anthony VonBank 807 8th Ave S Princeton, MN 55371	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Elizabeth Stapleton <i>Elizabeth Stapleton</i>

District

Proposals 2015

WHY?

District Goals

Attract

Recruit

Retain

Alternative Services: Who?

FY14 ADMs Leaving the District

- ALC-34.44
- Targeted Services-19.78
- Online Programs-42.23
- Homeschool-188
- Care and Treatment-4.25

Alternative Services: Why?

- Targeted Programs could be aligned with student interventions
- ALC, Online, and Care and Treatment instruction could be aligned with district curriculum planning and expectations
- All students enrolled would count in Free and Reduced calculations

Alternative Services: Why?

ESTIMATED BUDGET BREAKDOWN

TOTAL ESTIMATED REVENUE	\$456,257.00
TOTAL ESTIMATED EXPENDITURES	\$435,008.00
TOTAL ESTIMATED VARIANCE	\$ 21,249.00

Alternative Services: What?

Timeline of Service Delivery

- Fall 2015-Care and Treatment-2 Sites
- Winter 2015-Online Starts
- Summer 2016-Targeted Services
- Fall 2016-ALC

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Building Public Image

This initiative is meant to:

- Attract families with children birth-5
- Influence public opinion
- Build positive & mutually beneficial relationships

Public Image: Why?

There has been a decline in enrollment in the Princeton School District. Students are opting to open enroll in other districts, especially at the time of entering kindergarten and in the 11th and 12th grades.

Public Image how?

A plan to work on our District's Public Image

- Tigers in Training
- Hire a Public Relations consultant to advise on the development of a tagline, district branding, and develop signage (billboard) and other marketing items to improve and standardize our public image.

Public Image ?

- Help the community identify with us
- Encourage enrollment and participation in events
- Share our successes and leverage our assets
- Develop relationships with all district families

Public image how much?

Billboard	up to \$2,000
Community Sign	In process
PR Consultation	\$10,000
Branding, printing, flyers, signage	\$15,000
Website and Social Media	No cost



STEAM: Who will be impacted?

We are interested in creating and designing a STEAM program tailored to the needs of **all** Princeton Middle School students (Grades 6-8). Working with secondary schools and local businesses to ensure our students are college and career ready.

STEAM: How Much?

Devices
Training
Interactive White Boards
3-D Printer

Maximum Cost: \$18,000

Spanish Immersion: Who?

Language Immersion is an approach to second language instruction in which the usual learning activities are conducted in a second language. Immersion classes follow the same curricula as those in non-immersion classrooms.

The Spanish Immersion Program Initiative would begin with the Kindergarten class and one Four Year Olds class, and add a grade level each year.

Spanish Immersion: Research

Research on Immersion Programs shows that students meet or exceed academic expectations in:

- Second language skills: Students functionally proficient in the immersion language and are able to communicate according to their age and grade level.
- English language skills: While at first there is a lag in English reading and writing skills, immersion students do as well or better than students in English-only classes.

Spanish Immersion: Research

- Develop higher level thinking skills
- Increase awareness and appreciation of other cultures
- Achieve as well as or better than non-immersion peers on standardized tests in verbal and mathematical skills

Spanish Immersion: When and How?

Fall 2015: The Spanish Immersion Program would begin with the Kindergarten and Four Year Old class. Each year a grade level would be added.

Spanish Immersion will be available to any Kindergarten student who resides in the school district and enrolls in the program. It will also be an option for Open Enrollment students. Students living outside our district should work with the Business Director to negotiate any potential transportation plans.

Spanish Immersion: How Much?

Devices
Curriculum
Interactive White Boards
Training

Maximum Cost: \$31,000



Monthly Project Status Report

Date: 3-17-15

Project: Princeton Bond Referendum Projects

A. Notable Activities this Period:

Planning & Design:

1. Construction Documents for the Primary School were issued on Monday 3/9.
2. Meetings were held and direction was given on multiple city items:
 - SAC/WAC costs were finalized. Credit for amount of (SAC/WAC) units paid in 2007 is transferring. All other 'credits' have dissolved. We are within our budget.
 - Site Utilities will be connected to city utilities to be installed in 7th Ave N. This project is not underway currently and ICS is working with the city to ensure it is completed to allow our construction site to function and complete in July without delay.
 - Fire Roads – There will be two roads constructed around the Primary School for access for firefighting equipment.
 - Access to the Primary and Intermediate sites will be altered to provide as much safety for the public and separation of bus/parent drop off/pick up as possible. The 2015/16 school year will remain unchanged for busses and parent traffic. 2016/17 school year will see the modified and implemented access to the site(s).
3. The RFP for the acquisition of South Elementary School will be issued 3/18. Final responses are due April 14th at 4PM to the District Office. There will be two open house event for interested parties, Wednesday April 1st and Thursday, April 2nd. The POC committee will review the responses and provide information/recommendation to the Board.
4. A meeting with the City will be held tomorrow to discuss the assessment that will be issued for the water/sewer project.

Construction:

1. Pre Bid Construction Meeting was held today with approximately 20 contractors. Typical questions, no major issues to note.
2. ICS will begin coordinating job site general conditions with the contractors after award of contracts. Items such as construction trailer, temporary electrical power, etc. will be completed to ensure a safe, clean and efficient job site.

B. Activities Planned for Next Period:

Planning & Design:

1. Have one or two final User Group meetings with the High School and Athletic staff for their projects.
2. Review responses and provide a recommendation to the Board for South Elementary School.

Construction:

1. POC meetings will continue on an on-going basis into the school year to review on-going design and project progress.
2. Construction meeting will commence in April once contractors are on site and be held weekly.

C. Budget Status:

1. Primary School estimates have been completed and we are very cautious as we look to next week. Bid climate is volatile and we are optimistic our project is efficient, located in region with great contractors and bidding at the right time.
2. Budgets for the High School and Play Fields are set, and waiting to finalize the design after Primary school Bid Date.

D. Schedule Status:

1. Primary School bid and construction status are on schedule. No issues to report.
2. Design and Construction Schedule for the High School and Play Fields will be set immediately following the bid date of the Primary School. Initial concept timelines are to have fields and the gym portion at minimum bid out in early Summer and move directly into construction summer of 2015.

E. Critical Issues: No issues to report.

(End of Report)

PRINCETON PUBLIC SCHOOLS

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. ~~It shall be the responsibility of~~ The superintendent shall be responsible for ~~to~~ implementing school board policies and ~~to~~ developing administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. ~~Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center.~~ Manuals ~~shall be~~ are available on the districts website in the central office and made available for reference purposes to other interested persons.
- C. ~~It shall be the responsibility of the~~ The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for ~~to~~ keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 214 Out-of-State Travel by School Board Members; 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; and 616 School District System Accountability.
- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References:

Adopted: March 11, 2003
Revised: October 27, 2009
Revised: February 17, 2015

PRINCETON PUBLIC SCHOOLS

EMPLOYEE PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by [FERPA the federal Family Educational Rights and Privacy Act](#) and employment records held by a school district in its role as employer.
- H. “Public official” means business manager, human resource director, and an individual defined as superintendent, principal, or director who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;

15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
23. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;

- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
- 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.

~~E.~~ E. An individual's checking account number is private when submitted to a government entity.

~~E.F.~~ E.F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

~~F.G.~~ F.G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

~~G.H.~~ G.H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. A court, law enforcement agency or prosecuting authority.

~~H.I.~~ H.I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

~~I.J.~~ I.J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

~~J.K.~~ J.K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- ~~K. L.~~ The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- ~~L. M.~~ Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- ~~M. N.~~ When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- ~~N. O.~~ The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- ~~O. P.~~ The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- ~~P. Q.~~ Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- ~~Q. R.~~ Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- ~~R. S.~~ The personal telephone number, home address, and electronic mail address of a

current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Coordinator as the authority responsible for personnel data. If you have any questions, contact Kristine Voce at 763-389-6181.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
[Minn. Stat. § 122A.40, Subds. 13 and 16 \(Employment; Contracts; 406-9 Termination\)](#)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: May 11, 2004
Revised: December 8, 2009
Revised: January 14, 2014
Revised: February 17, 2015

PRINCETON PUBLIC SCHOOLS
FAMILY AND MEDICAL LEAVE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date on which the veteran undergoes that medical treatment, recuperation, or therapy the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her ~~National Guard or Reserve military service obligation~~ USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- ~~D.~~ E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- ~~E.~~ F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

~~F.G.~~ “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member’s child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to ~~five~~ 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
~~and~~
8. to address parental care needs; and
- ~~8-9.~~ to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

~~G.H.~~ “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

~~H.I.~~ “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces)~~ and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. ~~a "serious injury or illness,"~~ in the case of a covered-veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces ~~(or that existed before the beginning of the member's active duty and was aggravated by~~

service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the

date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave

directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a ~~six~~12-week unpaid ~~parenting~~ leave ~~for birth or adoption of a child~~ which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 ~~consecutive~~ months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

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Harassment and Violence Prohibition

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or

- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, 413-4 support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

E. F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or 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.
2. 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)~~ student(s) by teachers, administrators, or other school district 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.

F. G. Sexual Violence; Definition

1. 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.
2. 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.

~~G.~~ H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil student, teacher, administrator, or other school district personnel ~~of the school district~~, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil student, teacher, administrator, or other school district personnel or group of pupils–students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or 413-6 violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- B. D. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the

building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. ~~School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.~~ The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- ~~E.~~ A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- ~~E.~~ F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- ~~D.~~ G. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- ~~E.~~ H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- ~~F.~~ I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- ~~G.~~ J. Use of formal reporting forms is not mandatory.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

H. K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, ~~upon~~ within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, ~~pupils and students~~, teachers, administrators, or other school ~~district~~ personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~E. F.~~ The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of ~~the an~~ investigation, that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. ~~The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.~~
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where

determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any ~~pupil student~~, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, ~~or any person~~ who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to ~~pupils~~ students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial entering into the person's employment contract with the school district.

- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
[Minn. Stat. § 121A.031 \(School Student Bullying Policy\)](#)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
[MSBA/MASA Model Policy 514 \(Bullying Prohibition Policy\)](#)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety)

Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

[MSBA/MASA Model Policy 526 \(Hazing Prohibition\)](#)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004

Revised: November 24, 2009

Revised: November 8, 2011

Revised: April 15, 2014

Revised: February 17, 2015

PRINCETON PUBLIC SCHOOLS**TOBACCO-FREE ENVIRONMENT****I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes 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. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette 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 and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of

which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
 Minn. Stat. § 609.685 (Sale of Tobacco to Children)
 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Princeton Policy 506 (Student Discipline)
 MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004
 Revised: August 26, 2008
 Revised: October 27, 2009
 Revised: December 21, 2010
 Revised: June 28, 2011
 Revised: January 14, 2014
 Revised: February 17, 2015

PUBLIC SCHOOLS

GIFTS TO EMPLOYEES and SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. ~~It is the~~ The policy of the school district, however, is to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ any employee ~~to~~ solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. ~~It shall be~~ A violation of this policy occurs when ~~for~~ any employee ~~to~~ solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
 Minn. Stat. § 10A.071 (Prohibition of Gifts)
 Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
 Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA Model Policy 209 (Code of Ethics)
 MSBA Model Policy 210 (Conflict of Interest - School Board Members)
 MSBA Model Policy 306 (Administrator Code of Ethics)

Adopted: May 13, 2003
 Revised: February 17, 2015

STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. The committee shall follow regulations per Minnesota Statute 122A.60 regarding effective staff development activities, contents of staff development plan, staff development outcomes and staff development report.

III. STAFF DEVELOPMENT FUNDING & REPORTING

A. The School District will reserve an amount equal to at least two percent of its basic revenue for per Minnesota Statute 122A.61: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.

B. By October 15 of each year, the Staff Development Advisory Committee shall write and submit a report of staff development activities and expenditures for the previous year in the form and manner determined by the commissioner.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction) Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Adopted: April 12, 1988
Revised: June 27, 1989
Revised: March 26, 1996
Revised: August 28, 2001
Revised: January 27, 2004
Revised: November 10, 2008
Revised: December 21, 2010
Revised: April 15, 2014
Reviewed: February 17, 2015

PRINCETON PUBLIC SCHOOLS

SCHOOL WEAPONS

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this 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.

III. DEFINITIONS

A. “Weapon”

1. 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; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. 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.
3. 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.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. 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.
- B. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:
1. licensed peace officers, military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
 4. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. a gun or knife show held on school property;
7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district ~~takes a firm “Zero Tolerance” position on~~ does not allow the possession, use or distribution of weapons by students ~~and a similar position with regard to~~ or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district ~~takes a position of “Zero Tolerance” in regard to~~ does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;

4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. 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.

C. Administrative Discretion

While the school district ~~takes a “Zero Tolerance” position on the possession~~ does not allow 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.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

- Legal References:*** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
 Minn. Stat. § 121A.05 (Referral to Police)
 Minn. Stat. § 609.66 (Dangerous Weapons)
 Minn. Stat. § 609.605 (Trespass)
 Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
 Minn. Stat. § 97B.045 (Transportation of Firearms)
 Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
 Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
 18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
- Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: June 9, 1992
 Revised: December 20, 1994
 Revised: October 24, 1995
 Revised: November 28, 1995
 Revised: October 13, 1998
 Revised: August 10, 2004
 Revised: February 17, 2015

PRINCETON PUBLIC SCHOOLS

STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal

warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Procedures for Removal of a Student From a Class.
1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
 2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
 3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
 4. Building shall modify these procedures to adjust for age of students.
- D. Responsibility for and Custody of a Student Removed From Class.
1. Student shall be sent to the office of the respective building.
 2. Students shall walk to the office.
 3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
 4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The student shall return to class after serving the assigned amount of time.
 2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- F. Procedures for Notification.
1. The student shall return to class after serving the assigned amount of time.
 2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- G. Disabled Students; Special Provisions.
1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).

2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
 3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services

under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian

personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement.

Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 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 (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
~~Minn. Stat. § 121A.27 (School and Community Advisory Team)~~
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Cross References:

Princeton Policy 413 (Harassment and Violence)
Princeton Policy 501 (School Weapons)
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Princeton Policy 503 (Student Attendance)
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 524 (Internet Acceptable Use and Safety Policy)
Princeton Policy 525 (Violence Prevention)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Princeton Policy 610 (Field Trips)
Princeton Policy 709 (Student Transportation Safety Policy)

Adopted: May, 18, 1984

Revised: May, 1994

Revised: August 27, 1996

Inserted Revised Appendices: January 11, 2000

Revised: December 17, 2002

Revised: April 13, 2010

Revised: May 24, 2011

Revised: June 12, 2012

Reviewed: October 8, 2013

Revised: February 17, 2015

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, excluding special education services; 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 except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; 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. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- ~~E. F.~~ 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. H. 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, or who is placed in foster care in another school 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

Revised: February 17, 2015

PRINCETON PUBLIC SCHOOLS

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

~~D.G.~~ This policy applies to behavior hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation and during and after school hours.

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

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

III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

~~B.~~ “Immediately” means as soon as possible but in no event longer than 24 hours.

~~C.~~ “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or

departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

~~B. F.~~ "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school

employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~C. D.~~ Upon completion of an investigation, that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable

school district policies and regulations.

- ~~D. E.~~ The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and who are targets or victims of hazing and the parents(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law. based on a confirmed report.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, or against any person who provides information about hazing, who testifies, assists, or participates in an investigation, of alleged hazing, or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.0695 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 413 (Harassment and Violence)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: October 28, 1997
Revised: August 24, 2004
Revised: October 27, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: February 17, 2015

Princeton School District**HEALTH AND SAFETY POLICY****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. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
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

Reviewed: June 17, 2014

Revised: February 17, 2015

Princeton Public Schools

2016-2017 School Calendar

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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31						

August 2016						
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September 2016						
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October 2016						
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November 2016						
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December 2016						
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January 2017						
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February 2017						
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March 2017						
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April 2017						
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May 2017						
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June 2017						
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-  School Closed
-  Late Start Day
-  Last Day of Trimester
-  Staff Development Day
-  First and Last Day of School

Aug 29-31	New Teacher Workshop
Sep 1	Staff Development Day
Sep 5	Labor Day
Sep 6-8	Staff Development Days
Sep 12	First Day of School for Students
Sep 27	Late Start Day
Oct 20-21	MEA--No School for Staff/Students
Nov 10	Late Start Day
Nov 24-25	Thanksgiving Break--No School for Staff/Students
Dec 1	Last Day of Trimester 1
Dec 2	Staff Development/Grading--No School for Students
Dec 26-Jan 2	Winter Break--No School for Staff/Students

Jan 16	Staff Development Day--No School for Students
Feb 1	Late Start Day
Feb 20	President's Day--No School for Staff/Students
March 3	Last Day of Trimester 2
March 6	Staff Development/Grading--No School for Students
March 7	Staff Development Day--No School for Students
March 20	Late Start Day
April 14	No School for Staff/Students
May 29	Memorial Day--No School for Staff/Students
June 2	Last Day of School/Trimester 3
June 5	Staff Development/Grading--No School for Students



Princeton Varsity Letter in Community Service

Princeton students grades 7-12 will now be able to earn a Varsity Letter by completing community service work. The community service letter is an award earned by students who go above and beyond when it comes to serving others. Students who meet specific criteria in the area of community service will be awarded a Varsity Letter.

Student requirements:

1. 100 hours of community service (completed in a 12 month timeframe, dates TBD upon board approval.) At least 50 hours must be in a non-school related activity unaffiliated with high school (i.e. nonprofit organization, church group, etc.) Students must have at least one school related activity (no hour requirement).
2. A record of all service hours verified by an adult supervisor
3. Two recommendation letters from organizations or people served that describe the work completed and the student's attitude and competence.
4. Reflection Project – Ideas include a work of art, song, written reflection, journal, video, powerpoint, children's book, presentation on an issue your service addressed
5. Students must be academically eligible (2.0 or above GPA) and chemically free during the year to participate in this program.

Students who meet the criteria will be awarded their letter at a Community Service Letter Recognition Breakfast on date TBD upon board approval .

Dates and Deadlines:

By date TBD – Application to Letter in Community Service

- Application Form (Google Form)
- Log of Hours (G)
- Two Recommendations (prewritten forms or letters)
- Reflection Project Presentation Meeting Request (on application)

By date TBD –

- Reflection Project Presentation Meeting

date TBD – Community Service Letter Recognition Breakfast

Students and their families are invited to attend this celebratory breakfast for service letter recipients. The breakfast will be held at 7:00am at Princeton High School.

The Presidential Volunteer Service Award is separate from the Varsity Letter in Community Service. This is a national award initiative through the Corporation of National and Community Service. If a student completes 100-174 hours over a 12-month period, they would qualify for the "Bronze Level" Presidential Volunteer Service Award. See the following link for more information: www.presidentialserviceawards.gov



Varsity Letter Requirement Details

1. Requirement 1: **100 Hours of Service, 50 of which are non-school related, and includes at least 1 school related activity.** Students may use community service completed with non-profit agencies of their choice, faith-based organizations, hospitals, nursing homes, parks and school. At least 50 hours need to be non-school related (not organized through NHS, a school sport, etc.) If there are questions about whether or not something qualifies as service, contact Jill Overby in the PHS Career Center, jill.overby@isd477.org or 763-389-6069. Click on the following link for a list of local opportunities:

2. Requirement 2: **Log of service hours-** track your hours using the [Princeton Community Service Varsity Letter Log of Hours](#). All hours must be verified (signature required) by the organization where service is performed or by a parent or adult supervisor.

Students who are also tracking hours for the President's Volunteer Service Award may track their hours online and submit that spreadsheet as well.

3. Requirement 3: **Recommendations-** Students must obtain two recommendations (letter or pre-written form) from agencies or individuals served that describe the volunteer work completed and the student's attitude. Note that recommendations must be from non-relatives who are familiar with the student's service work.

4. Requirement 4: **Reflection Project-** Students will present their project in front of a committee. Students will schedule this meeting with Jill Overby at the high school or Sarah Marxhausen at the middle school for 7 and 8 grade students. The purpose of the project is to reflect on their service and demonstrate their knowledge and/or understanding of particular service area(s), and/or the importance of community service in general.

Project ideas:

- Create a work of art- painting, sculpture, song, video, etc.
- Write a research paper or journal focusing on an aspect of the service
- Construct a collage/display board/scrapbook/PowerPoint including pictures, description of service experiences, thoughts, feeling, etc.
- Write and illustrate a children's book
- Give a presentation on an issue your service addressed

5. Requirement 5: **Academically Eligible & Chemical Free-** Students must hold a 2.0 GPA or above, and remain chemically free throughout the year to participate in this program. Students will verify that to be true on the application form due **TBD**.



Frequently Asked Questions

Who can participate?

Princeton students grades 7-12

The requirements state that I have to complete at least 50 hours in a “non-school” activity. What type of volunteer work counts as a non-school activity?

Work in a non-school activity may be completed with a non-profit agency, faith organization, or governmental agency. Here are some examples: Volunteering at Fairview Northland, an animal shelter, food shelf, nursing home, etc.

If you have questions whether the service you’re doing could be counted toward this requirement, please contact Jill in the Career Center at jill.overby@isd477.org or 763-389-6069 or Sarah Marxhausen at the middle school at sarah.marxhausen@isd477.org or 763-389-6751

The requirements state that I have to complete at least one “school activity”. What type of volunteer work counts as a school activity and how many hours do I need?

Here are just a few examples of school activities: Participating in a community service project through a school club or sport (National Honor Society, E-Club, Hockey, FFA etc.), assisting a teacher before/after school or during the summer (non-family member and not during the school day), assisting at sporting events, concerts, theater productions (if not required for a class).

There is NO hour requirement for school-related activities. Sometimes work done through a school group can be counted as school related OR non-school related work if the work was done with an outside organization (i.e. Leo Club participating in Relay for Life). You may count the hours where you need them.

Can I letter more than once?

Yes! Students can earn up to six service letters, one each school year in grades 7-12. Students cannot receive a service letter for years passed.

If I receive a stipend for my service, can I count the hours?

No, students should not receive any money for service performed.

How do I count my time for overnight experiences (camp counselor, mission trip, etc.)?

Students should only count hours when they are engaged in service. Sleeping hours do not count.

Can I count my time helping with yard or housework?

Any yard work or housework organized through an agency can be counted. It’s also counted in cases where you are assisting an individual on your own, be a person in need, not related to you or living in the same household, and work must be unpaid.

Who do I contact if I have additional questions?

Princeton High School: Jill Overby, Career Specialist, at jill.overby@isd477.org or 763-389-6069

Princeton Middle School: Sarah Marxhausen, Assistant Principal, at sarah.marxhausen@isd477.org or 763-389-6751

Princeton Application for Varsity Letter in Community Service

Award for volunteer hours served from (date TBD). Application may be submitted whenever requirements are met, but no later than ___date TBD___. By submitting this form, you are verifying that you've completed each of the requirements for a Varsity Letter in Community Service.

* Required

Last Name *

First Name *

Email Address *

Street Address *

City and Zip Code *

Princeton, 55371

Grade *

- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

I have completed 100 hours of Community Service (at least 50 of those hours are non-school related) and have documented these using the PHS Community Service Log of Hours *

- Attached
- Emailed to jill.overby@isd477.org
- Other:

I am submitting two letters/forms of recommendation. *

- Attached
- Emailed to Jill Overby at high school or Sarah Marxhausen at the middle school
- Other:

Reflection Project Presentation Meeting Request *

Meetings can be scheduled before/after school, during Directed Study, or during a class period if approved. They will last approximately 15 minutes. Select ALL times that work for you. Jill will connect with you via email to schedule the meeting. During the meeting, you will share your reflection project and talk about your experience.

Before School

After School

10:30am Directed Study

12:05pm Directed Study

Other:

I attest that I am academically eligible (2.0 or above GPA) and chemical free. *

Yes

Other:

Never submit passwords through Google Forms.



Princeton Recommendation Form for Varsity Letter in Community Service

Due by (date TBD). To be completed by a non-relative who is familiar with the student's service work.

Directions for person filling out form:

A Princeton student, whom you've worked with, is pursuing a varsity letter in community service. A requirement to letter, is for the student to have two recommendations from non-relatives who are familiar with the service work of the student. Please complete this recommendation form OR write a letter of recommendation that describes the work and performance of the student.

Recommendations are due (date TBD). Please send recommendations to the student (hand deliver, email, or mail) If you wish to keep your recommendation private, please give to student in a sealed envelope.

If you have questions, contact Jill Overby at the high school: jill.overby@isd477.org or 763-389-6069, or for 7th or 8th grade student, contact Sarah Marxhausen at the middle school at sarah.marxhausen@isd477.org or 763-389-6751

Student Name (First & Last):

Recommender Name:

Title:

Contact information (email/phone):

Name of organization where student served:

Please describe the service completed by the student:

Please describe student performance:

Do you recommend the student to receive a community service letter for their service work?

_____ Yes _____ No

Signature

Date

Resolution to Legislators on School Finance and District Priorities

Background:

On Thursday, January 29, Governor Mark Dayton released his budget recommendations for FY16-17. Despite the \$1.37 billion surplus unveiled in December and an expectation that this surplus will continue to expand, Governor Dayton's recommendation was that schools should be given one percent formula growth for each of the next two years.

The school board indicated an interest in passing a resolution to send to area legislators asking them to support House File 350 and Senate File 163, which we understand would boost the formula allowance by five percent from \$5,831 to \$6,131 in the coming fiscal year. A proposed resolution appears below.

RESOLUTION ASKING OUR STATE LEGISLATORS TO SUPPORT FORMULA FUNDING GROWTH FOR THE SCHOOLS AND THE STUDENTS OF THE STATE OF MINNESOTA

WHEREAS, it is the responsibility of the Minnesota Legislature, under the Minnesota Constitution (Article XIII, Section 1), to "secure a thorough and efficient system of public schools throughout the state;" and,

WHEREAS, approximately 80 percent of the funding for public school district budgets is determined by the state legislature; and,

WHEREAS, Minnesota public schools have endured some very challenging funding years in recent years with a total of three percent per-pupil formula funding growth total over five years between 2009 and 2013; and,

WHEREAS, in recent years the rate of inflation has far outpaced the rate of Minnesota school formula funding with the equivalent of \$6,512 in today's dollars being spent per-pupil on education in 2003 while only \$5,831 is being spent per-pupil on education this year, in 2015; and,

WHEREAS, schools in rural areas experienced significant declining enrollment during this same time period with their budgets retreating even further due to the loss of students; and,

WHEREAS, schools have high personnel costs with 80 percent of their annual budgets spent on the people the schools employ; and,

WHEREAS, with this higher personnel costs, the National Average Wage Index more accurately reflects the rising costs associated with public education than the rate of inflation as indicated by the National Consumer Price Index; and,

WHEREAS, the National Average Wage Index has risen annually one full percentage point higher on average than the rate of inflation over the last twenty years; and,

WHEREAS, the state budget is now in its best condition in many years to more fully fund a thorough and efficient system of public schools throughout the state.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District Number _____, State of Minnesota, as follows:

The _____ Public School Board asks our State Legislators to support our request for five percent growth in the per-pupil funding formula for each of the next two years, Fiscal Year 2016 and Fiscal Year 2017. Furthermore, we ask our State Legislators to vote in support of House File 350 and Senate File 163, which we understand would boost the formula allowance by five percent from \$5,831 to \$6,131 in the coming fiscal year.

School Board Member _____ introduced the above resolution and moved its adoption. The motion for the adoption of the foregoing resolution was duly seconded by Member _____. After due consideration by the Board, the Chair put the question upon the adoption of the resolution and the roll being called, the following named members of the Board voted in favor thereof: _____ . and the following voted against the same: _____ . whereupon said resolution was declared duly passed and adopted.

This resolution passed and approved this _____ day of _____, 2015.

Chair, ISD # _____ School Board