

Princeton Public Schools - ISD 477
Monday, January 25, 2016 at 4:30 PM
Policy Committee Meeting
Superintendent's Office

Our vision

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

our mission

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

1. Policy # 550-Academic Recognition 2
2. Policy #610- Field Trips 5



PRINCETON PUBLIC SCHOOLS
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To: Policy Committee & School Board
From: Julie Williams, Director of Teaching & Learning
Date: January 25, 2016
Re: Update to Policy 550: Textbooks and Instructional Materials

School Board Policy 550 addresses the academic recognition programs used in the district. As discussed at the Teaching & Learning Board Committee and proposed to the School Board, a recommendation to move towards weighted grades at the high school has been brought forward. Restructuring our academic recognition programs fits well with the idea of expanding recognition for more students, not just those with a 4.0 grade point average.

The proposal for a restructured academic recognition program would eliminate the graduation recognition of honors, special honors and valedictorian and salutatorian designation. It would expand the academic recognition's to a variety of graduation honors levels and add trimester recognition's for Principal's list, A Honor Roll and B Honor Roll. Attached is a proposed revision of the academic recognition programs, which shows details of each change.

PRINCETON PUBLIC SCHOOLS ACADEMIC RECOGNITION PROGRAMS

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

High School

1. **School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing their status as a School Board Scholar.
2. ~~**Honors** — A senior, after completion of eleven (11) trimesters of high school and whose cumulative Grade Point Average is 3.000 or greater, has earned a minimum of six (6) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Honors".~~
3. ~~**Special Honors** — A senior, after completion of eleven (11) trimesters of high school whose cumulative Grade Point Average is 3.500 or greater, has earned a minimum of six (6) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the school year for which the award will be acknowledged, will earn the recognition of "Special Honors".~~
4. ~~**Valedictorian and Salutatorian** — Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks number one (1) or number two (2), has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will be declared the Valedictorian and Salutatorian, respectively.~~
2. Principal's List – full-time students earning 4.000 in any trimester receive a certificate
3. A Honor Roll – full-time students earning 3.5000-4.000 in any trimester receive a certificate
4. B Honor Roll – full-time students earning 3.000-3.499 in any trimester receive a certificate
5. Graduating with Honors
 - a. Summa Cum Laude (3.900-4.000) Gold Cord
Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.900-4.000, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a gold cord at graduation
 - b. Magna Cum Laude (3.700-3.899) Red Cord
Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.700-3.899, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a red cord at graduation
 - c. Cum Laude (3.500-3.699) White Cord

Seniors, after completion of eleven (11) trimesters of high school, whose Grade Point Average is 3.500-3.699, has earned a minimum of eighteen (18) credits while enrolled at Princeton High School, and was fully enrolled at Princeton High School on the first day of the junior year, will wear a white cord at graduation

6. Additional Graduation Recognition

a. Military Enlisted—Red, White and Blue cord

Seniors who are fully enlisted in one of the branches of the United States Military Service will wear a red, white, and blue cord at graduation

b. NHS Member—Royal Blue cord

Seniors who are current National Honor Society members will wear a royal blue cord at graduation

Middle School

1. **School Board Scholars** - Students, who are fully enrolled at Princeton Middle School, after completion of eight (8) trimesters of middle school, whose Grade Point Average ranks them in the top 5% of their 8th grade class, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board. Each recipient will receive an appropriate certificate recognizing their status as a School Board Scholar.

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

Independent School District #477
Princeton, Minnesota 55371

Adopted: January 27, 1987
Revised: June 10, 1997
Revised: February 22, 2005

PRINCETON PUBLIC SCHOOLS

FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Every effort will be made to leave Sundays and Wednesday Evenings open so that students may participate in non-school activities. Any exceptions must be approved by the school board. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. An extended field trip is any trip that covers more than 400 miles (round trip) or involves at least one overnight stay. An extended trip may be instructional or supplementary to the school curriculum. Exceptions to this policy may be granted as teams/individuals advance through MSHSL tournament play or in cases where a group/individuals advance as a result of

winning an official school activity or competition, e.g., D.E.C.A., F.F.A., National Conventions or Historical Events. These trips are subject to review and approval of the Superintendent and School Board.

2. Extended Field Trips may take place on a regular schedule in a rotation established by the staff and administrators.

3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

A. All requests for extended trips and/or Sunday or Wednesday Evening trips are to be submitted to the superintendent on the Field Trip Request form.

B. The teacher/sponsor must first secure approval from the building principal. If approved by the principal, the plan is then to be submitted to the superintendent for approval and shall then be presented to the school board. Approval at each appropriate level is required before organizing with students.

C. Attending students must submit a permission slip/medical release signed by their parent or guardian. The slips are to be collected by the teacher/sponsor who is to file the slips with the building principal before the trip begins. Slips will define details of trip. No slip - no trip.

D. Safety instructions and conduct expectations shall be explained at a trip orientation meeting involving students, chaperones, and parents.

E. Proposals shall include plans for supervision. Supportive personnel or other adults (over 21) may act as chaperones. The recommended ratio is no less than 1 chaperone per 10 students. Background checks are required (see policy 404 Employment Background Checks).

F. The teacher/sponsor shall check to make sure insurance and liability coverage is available.

G. All trips are limited to a maximum of two school days' absence unless dates of participation are dictated by the event, making the limit impossible to meet.

H. All rules of school shall apply. In the event a serious discipline problem develops, the supervisor in charge shall contact the home and advise the parents of the problem and that the student may be returned home immediately at the parents' expense.*

*** This is to be noted on parent permission slips.**

I. All extended student field trips must conform to Princeton Public Schools Activities Program, Policy 510, and may not conflict with conference

championship MSHSL sub-section, section or state tournaments.

J. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

V. EXEMPTION

All non-curricular extended field trips shall operate through Community Education and shall be exempt from item B & I under Regulations - (seeking School Board approval and following policy 510). Community Education extended field trips must meet the following criteria:

- A. Be recreational in nature
- B. Be accessible to multi-age groups
- C. Be conducted outside of school day hours
- D. Follow all other Policy 610 regulations
- E. Be subcontracted through a certified second party travel company
- F. Be set up through Community Education and follow Dist. 477 CE Field Trip Procedures

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)

Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Policy 404 (Employment Background Checks)

Policy 423 (Employee – Student Relationships)

Policy 506 (Student Discipline)

Policy 510 (Activities Program)

Policy 707 (Transportation of Public School Students)

Policy 709 (Student Transportation Safety Policy)

Policy 710 (Extracurricular Transportation)

Adopted: August 23, 1983

Revised: January 12, 1999

Revised: August 9, 2005

Revised: December 8, 2009

Revised: March 11, 2010

Revised: October 26, 2010

Revised: October 25, 2011

Revised: October 21, 2014

Revised: January 20, 2016