

Princeton Public Schools - ISD 477  
Tuesday, September 20, 2016 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room located at City Hall

**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. PROCEDURAL ITEMS**

2. Call to Order and Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. 2016 Spring Archery Commendations

**6. REPORTS**

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

**7. APPROVE AGENDA**

**8. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 4

**9. 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.*

- a. Personnel 8
- b. Bills 9
- c. Wire Transfers 20
- d. Treasurer's Report 21
- e. Fundraisers 22
- f. Open Enrollment 24

g. Construction change order	25
h. Annual Renewal of Identified Official with Authority for External User Access Recertification System.	
<p>The Minnesota Department of Education requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Superintendent recommends the Board to authorize Julia Espe to act as the Identified Official with Authority for the Princeton School District.</p>	
<b>10. INFORMATIONAL ITEMS</b>	
a. EC/ECFE/Family Center Update	27
b. Primary School Update	36
c. Student Services Handbook	47
d. City Assessment	106
e. First Reading of Policies-#101, 208, 401, 402, 406, 410, 413, 418, 427, 112, 516, 805, 808	
<b>11. ACTION</b>	
a. Second Reading of Policies-#102, 206, 414, 415, 416,420,506, 520, 529, 707, 721, 807, 905.	178
b. Band Field Trip	274
c. Concession and School Store Coordinator	284
d. Two Kindergarten Spanish Immersion Paras	287
e. Current Levy Amounts	288
f. Set Truth and Taxation Hearing	
<b>12. FUTURE MEETING(S) INFORMATION</b>	
a. <b>Grand Opening</b> - 4:30, September 26th-New Primary School	
b. <b>Finance Meeting</b> -5:00, October 4th-Superintendent's Office	
c. <b>POC Meeting</b> -4:00,October 13th-Princeton/City Chamber Council Board Room	
d. <b>Family Center Grand Opening</b> -4:30, October 17	
e. <b>Policy Meeting</b> -5:30, October 18-Superintendent's Office	
f. <b>POC Meeting</b> -4:00, October 27-Superintendent's Office	
<b>13. ADDITIONS TO AGENDA</b>	
<b>14. ADJOURN - Pursuant to Minnesota Statutes section 13D.05,</b>	

**subdivision 2(b), move to close the meeting for ALC location discussion.**

**Call to order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **6th day of September, at 7:00 p.m.** in the District Office Board Room.

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

Members Absent: Craig Johnson

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resource Stacie Vos and Director of Technology Eric Simmons.

Student Council Representative: Absent

Citizen Comments: None

**REPORTS**

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

Howard Vaillancourt:	Policy meeting, Welcome Back Staff meeting
Jeremy Miller:	Agenda Planning , Policy meeting
Chad Young:	Activities Planning meeting
Eric Minks	Project Oversight Committee meeting
Deb Ulm	Project Oversight Committee meeting, Welcome Back Staff meeting, Board room change discussion

Superintendent Report: We had Back to School day today, Jim Bearden spoke about "Victims and Heroes". He met with the entire staff and also met with the administrators about "Unleashing the Heroes in your Midst." Dr. Anton Treuer spoke with the staff on American Indian History and equity. Espe handed out the grand openings for the new buildings invitations. Mary Patnode and Brett Cloutier have secured all of the funding for the video score board. They presented at the Chamber meeting.

**APPROVE AGENDA**

*Motion made by Chad Young, seconded by Deb Ulm to approve the agenda as presented. Motion passed unanimously.*

**DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES**

*Motion made by Chad Young and seconded by Howard Vaillancourt, to approve the August 16, 2016 Regular Board meeting minutes as presented. Motion passed unanimously.*

### **CONSENT AGENDA**

Motion made by Howard Vaillancourt, seconded by Eric Minks to approve the consent agenda as presented. Open enrollment, Fundraisers, Grants, Personnel, Construction Change Order. Motion Passed unanimously.

### **INFORMATION**

**Construction Update-** Presentation was given for the construction update for the District Center, Family Center, High School and new Princeton Primary School. All of the buildings have passed inspection and were granted occupancy. The projects are winding down, and finishing punch list items are happening at the Primary School. The finishes, final cleaning, and moving are taking place at the High School, Family Center and District Center. More information can be located on Boardbook.

**Grant Update-** Presentation was given by Kimberly Young with Grant Assistant Consulting. She presented information on the grants that have been requested and received for the past years, starting in 2014 -2016. Information is located on Boardbook.

**New Employees Update-** Presentation was given by Stacie Vos on the new employees for Princeton. Thanks to our building principals, most of our hiring was done in June and July. We have 26 new teachers for the 2016-2017 school year. Information can be found on Boardbook.

**High School Update -** Barb Muckenhirn gave an update on the High School. The tours for Grand Opening will be done by the students and they are already starting the planning process. The information on the update can be located on Boardbook.

**Field Trip Information-** Jim Baxter gave information on a proposed field trip for the seniors in band who missed the last field trip and will also miss the Italy field trip that will happen in 3 years. He is proposing a 2018 Band Trip to California.

**Policies First Reading-** First reading of policies 102, 206, 414, 415, 416, 420, 506, 520, 529, 707, 721, 807, 905. MSBA changes for the policies were recommended. There is one new policy, 721.

### **ACTION ITEMS**

#### **1:1 Digital Learning Agreement**

*A motion to accept the 1:1 Digital Learning Agreement as proposed made by Howard Vaillancourt, seconded by Chad Young. The motion carried unanimously.*

### **FUTURE MEETINGS-**

1. **Activities Meeting- September 14th-Superintendent's Office- 4:30 pm**
2. **Principal negotiations-September 15- District Center/City Hall Council Chambers -5:30**
3. **Finance Meeting-September 20-Superintendent's Office-5:00**

**Move to Closed Meeting** - Pursuant to Minnesota Statutes section 13D.05 subdivision 2(b), a motion to close the meeting for ALC locations was made by Howard Vaillancourt and seconded by Chad Young. The motion carried unanimously.

A motion to resume the regular meeting was made by Howard Vaillancourt and seconded by Chad Young. Meeting resumed at 9:32 p.m.

The board gave direction to the administration to look further into options. There was no specific action.

**ADJOURN** - Chad Young made a motion to adjourn the meeting, seconded by Eric Minks Meeting was adjourned at 9:32 p.m.

\_\_\_\_\_  
Chair Jeremy Miller

\_\_\_\_\_  
Clerk Eric Minks

Recorder-Kari Plafcan

**Call to order**

The closed meeting of the School Board of District #477 was called to order by Chair Jeremy Miller on the **6th day of September, at 8:14 p.m.** in the District Office Board Room.

Closed meeting minutes: Discussion on possible ALC location.

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Chair Jeremy Miller

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Clerk Eric Minks

Recorder-Kari Plafcan

**9.20.16**

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Emmerich, Kathy	LOA	Para-MS	Para	N/A	9.14.16-9.29.16	
Halphen, Yarmila	New Hire	Spanish Immersion Para/Playground Para	Para	N/A	9.12.16	15.13/hr-classroom para 14.24/hr-playground Para
Hudson, Caitie	New Hire	ECFE Child Care/ teacher assistant		Holly Wood	9.4.16	9.75/hr
Hustad, Lisa	Resignation	Food Service-PS	Food Service	N/A	8.31.16	
Loch, Barbara	New Hire	HS Sped Para	Para	Stella Stonestrom	9.2.16	15.79/hr
Noack, Brian	Change in assignment	HS Day Lead Custodian	Custodial	Ken VanDriel	9.19.16	Same pay +.32/hr
Peterson, Astrid	New Hire	Spanish Immersion Para Pre-K	Para	Violet Toven	9.12.16	15.13/hr
Sawatsky, Caleb	New Hire	MS Girls Soccer coach		Chris Papesh	9.6.16	\$1,879.00
Snaza, Bree	New Hire	Server	Food Service	Karen Paetznick-Hut	9.14.16	11.36/hr
St. Marie, Kathleen	New Hire	MS Sped Para	Para	Cori Wallace	9.7.16	15.13/hr
Toven, Violet	Transfer	Spanish Immersion Para	Para	N/A	9.12.16	no Change
Wallace, Cori	Change in assignment	Sped Para	Para	Tammy Baumann	9.6.16-12.2.16	no change
Wood, Holly	Resignation	ECFE Child Care/teacher assistant		N/A	8.15.16	

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$704,414.81
02 Food Service	\$23,248.39
04 Community Service	\$24,594.31
10 Student Activities	\$6,015.54
<b>Report Total</b>	<b>\$758,273.05</b>

## 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
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			67933	162652	Check	1	7328		AUTO BODY TECHNICIANS	Yes	Yes	No	USD	08/12/2016	1,263.55
			67926	162653	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	08/12/2016	19.90
			67909	162654	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	Yes	No	USD	08/12/2016	388.64
			67910	162655	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	08/12/2016	170.30
			67919	162656	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	08/12/2016	35.00
			67908	162657	Check	1	10069		DALCO	Yes	Yes	No	USD	08/12/2016	5,274.46
			67920	162658	Check	1	2501		FEDERATED CO-OPS INC	Yes	Yes	No	USD	08/12/2016	719.78
			67911	162659	Check	1	11480		FISHING POND	Yes	Yes	No	USD	08/12/2016	64.87
			67918	162660	Check	1	15214		FOLD-A-GOAL	Yes	Yes	No	USD	08/12/2016	192.00
			67931	162661	Check	1	6645		GRAINGER	Yes	Yes	No	USD	08/12/2016	294.29
			67935	162662	Check	1	9966		HD SUPPLY	Yes	Yes	No	USD	08/12/2016	252.23
			67921	162663	Check	1	3285		I.S.D. #912	Yes	Yes	No	USD	08/12/2016	11,900.55
			67922	162664	Check	1	3425		JINDRA'S SEWER SERVICE	Yes	Yes	No	USD	08/12/2016	1,013.75
			67914	162665	Check	1	14797		JOHNSTONE SUPPLY	Yes	Yes	No	USD	08/12/2016	40.97
			67924	162666	Check	1	4007		KEMPS	Yes	Yes	No	USD	08/12/2016	1,013.50
			67923	162667	Check	1	3700		LAKES COUNTRY SERVICE COOP	Yes	Yes	No	USD	08/12/2016	154.00
			67925	162668	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	08/12/2016	174.81
			67915	162669	Check	1	14835		MAX INTERACTIVE INC.	Yes	Yes	No	USD	08/12/2016	1,495.00
			67916	162670	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	Yes	No	USD	08/12/2016	3,187.50
			67912	162671	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/12/2016	1,092.88
			67927	162672	Check	1	5127		PRINCETON ELECTRIC	Yes	Yes	No	USD	08/12/2016	604.52
			67932	162673	Check	1	6889		PRINCETON LIONS	Yes	Yes	No	USD	08/12/2016	180.00
			67928	162674	Check	1	5472	4	SAM'S CLUB	Yes	Yes	No	USD	08/12/2016	15.00
			67917	162675	Check	1	15212		SERVICE MASTER CLEANING & RES	Yes	Yes	No	USD	08/12/2016	14,458.55
			67929	162676	Check	1	6079		TEAM SPORTING GOODS INC	Yes	Yes	No	USD	08/12/2016	557.68
			67930	162677	Check	1	6290	5	UNITED RENTALS (NORTH AMERICA	Yes	Yes	No	USD	08/12/2016	909.46
			67913	162678	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	08/12/2016	645.81
			67937	162679	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	08/15/2016	13,346.05
			67936	162680	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	08/15/2016	223,246.50
			67968	162681	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	Yes	No	USD	08/19/2016	3,183.47
			67978	162682	Check	1	13851		AGILE SPORTS TECHNOLOGIES	Yes	Yes	No	USD	08/19/2016	4,099.00
			67985	162683	Check	1	15236		CAREI - CENTER FOR APPLIED RESI	Yes	Yes	No	USD	08/19/2016	1,000.00
			67989	162684	Check	1	3954	4	CDW-G INC	Yes	Yes	No	USD	08/19/2016	1,109.15
			67986	162685	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	Yes	No	USD	08/19/2016	11,740.00
			67992	162686	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	08/19/2016	2,080.18
			67987	162687	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	08/19/2016	1,000.00
			67980	162688	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	08/19/2016	42.72
			67988	162689	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	08/19/2016	568.50
			68002	162690	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	08/19/2016	320.80
			67977	162691	Check	1	13698		FLINT TONER.COM	Yes	Yes	No	USD	08/19/2016	129.00

10

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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	67976	162692	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	08/19/2016	625.00
		67982	162693	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	Yes	No	USD	08/19/2016	589.85
		68001	162694	Check	1	9050	1	KENNEDY & GRAVEN SCHOOL LAW	Yes	Yes	No	USD	08/19/2016	100.00
		67979	162695	Check	1	14047		KROSSOVER.COM	Yes	No	No	USD	08/19/2016	2,198.00
		67991	162696	Check	1	4048		M.A.S.S.P.	Yes	Yes	No	USD	08/19/2016	250.00
		67990	162697	Check	1	4030		MASA	Yes	Yes	No	USD	08/19/2016	1,275.00
		67967	162698	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	Yes	No	USD	08/19/2016	248.27
		67983	162699	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	Yes	No	USD	08/19/2016	2,325.00
		67975	162700	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	08/19/2016	85.92
		67970	162701	Check	1	11477	1	MINUTEMAN PRESS	Yes	Yes	No	USD	08/19/2016	20.00
		67993	162702	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	Yes	No	USD	08/19/2016	1,085.00
		67994	162703	Check	1	4388		MN STATE HIGH SCHOOL LEAGUE	Yes	Yes	No	USD	08/19/2016	3,974.00
		67971	162704	Check	1	12227		MONOPRICE	Yes	Yes	No	USD	08/19/2016	932.97
		67969	162705	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	Yes	No	USD	08/19/2016	125.00
		67995	162706	Check	1	5038	1	PITNEY BOWES	Yes	Yes	No	USD	08/19/2016	252.00
		67996	162707	Check	1	5118		PRINCETON CHAMBER OF COMMER	Yes	Yes	No	USD	08/19/2016	28.00
		67972	162708	Check	1	12280	2	PROJECT LEAD THE WAY	Yes	Yes	No	USD	08/19/2016	3,000.00
		67973	162709	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	08/19/2016	211.00
		68000	162710	Check	1	7632		REIMER SCOTT	Yes	Yes	No	USD	08/19/2016	940.00
		67999	162711	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	08/19/2016	2,000.00
		67974	162712	Check	1	12737		SCHOOL NUTRITION DIRECTORS OF	Yes	No	No	USD	08/19/2016	100.00
		67997	162713	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	Yes	No	USD	08/19/2016	337.32
		67981	162714	Check	1	14366		SHRED RIGHT	Yes	Yes	No	USD	08/19/2016	35.25
		67998	162715	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	08/19/2016	16.00
		68003	162716	Check	1	9494	1	SNA	Yes	Yes	No	USD	08/19/2016	58.00
		67984	162717	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	08/19/2016	341.54
		68004	162718	Check	1	5146		PRINCETON POST OFFICE	Yes	Yes	No	USD	08/22/2016	2,196.28
		68006	162719	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	08/23/2016	7,558.28
		68019	162720	Check	1	7706	3	AMAZON.COM	Yes	Yes	No	USD	08/26/2016	2,905.68
		68009	162721	Check	1	10908	1	G & K SERVICES	Yes	Yes	No	USD	08/26/2016	404.72
		68015	162722	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	08/26/2016	732.22
		68016	162723	Check	1	3140		HOFMAN OIL CO. INC.	Yes	Yes	No	USD	08/26/2016	437.70
		68017	162724	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	08/26/2016	734.40
		68011	162725	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	08/26/2016	12,366.07
		68012	162726	Check	1	14818		PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	08/26/2016	153.60
		68020	162727	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	08/26/2016	68.85
		68018	162728	Check	1	5156		PRINCETON UNION-EAGLE	Yes	Yes	No	USD	08/26/2016	152.00
		68014	162729	Check	1	15245		ROCKY MOUNTAIN COLLEGE OF AR'	Yes	Yes	No	USD	08/26/2016	1,000.00
		68010	162730	Check	1	11628		SFM	Yes	Yes	No	USD	08/26/2016	1,249.00
		68008	162731	Check	1	10054		THE LIBRARY STORE	Yes	Yes	No	USD	08/26/2016	366.42
		68013	162732	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	08/26/2016	190.24

11

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			68029	162734	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	Yes	No	USD	08/31/2016	67.14
			68030	162735	Check	1	4332		MN BENEFIT ASSN	Yes	Yes	No	USD	08/31/2016	119.43
			68031	162736	Check	1	4584	2	NCBERS MINNESOTA	Yes	Yes	No	USD	08/31/2016	64.00
			68032	162737	Check	1	5121		PRINCETON CUSTODIANS	Yes	Yes	No	USD	08/31/2016	88.00
			68033	162738	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	08/31/2016	2.00
			68034	162739	Check	1	9177		CITI CARDS	Yes	Yes	No	USD	08/31/2016	704.67
			68047	162740	Check	1	8007	2	ANDOVER HIGH SCHOOL-GIRLS SOI	Yes	Yes	No	USD	09/02/2016	100.00
			68041	162741	Check	1	1799		CITY OF PRINCETON	Yes	Yes	No	USD	09/02/2016	137.87
			68049	162742	Check	1	9621	2	DISCOVER	Yes	Yes	No	USD	09/02/2016	29.95
			68042	162743	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	09/02/2016	21.00
			68043	162744	Check	1	4007		KEMPS	Yes	Yes	No	USD	09/02/2016	758.65
			68044	162745	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	09/02/2016	45.44
			68048	162746	Check	1	8388	1	METRO SALES INC	Yes	Yes	No	USD	09/02/2016	547.00
			68036	162747	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	09/02/2016	229.46
			68039	162748	Check	1	15247		MnAEYC-MnSACA	Yes	Yes	No	USD	09/02/2016	1,280.00
			68037	162749	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	09/02/2016	1,904.36
			68045	162750	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	09/02/2016	151.04
			68040	162751	Check	1	1693		PETTY CASH-MARGARET DEGLMAN	Yes	Yes	No	USD	09/02/2016	262.94
			68046	162752	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	09/02/2016	2,000.00
			68038	162753	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	09/02/2016	320.16
			68050	162754	Check	1	15249		SCHILLEWAERT ALICIA	Yes	Yes	No	USD	09/02/2016	345.70
			68057	162755	Check	1	13854		AIKEN REBECCA	Yes	No	No	USD	09/09/2016	90.00
			68074	162756	Check	1	7328		AUTO BODY TECHNICIANS	Yes	Yes	No	USD	09/09/2016	197.75
			68052	162757	Check	1	12254		BAKER JAMES	Yes	No	No	USD	09/09/2016	129.00
			68065	162758	Check	1	15252		BROOKE DONNER	Yes	Yes	No	USD	09/09/2016	70.00
			68063	162759	Check	1	15248		BROWN RUSSELL	Yes	No	No	USD	09/09/2016	129.00
			68051	162760	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	09/09/2016	157.88
			68066	162761	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	09/09/2016	533.48
			68079	162762	Check	1	9523		HILGER MERRY	Yes	Yes	No	USD	09/09/2016	72.00
			68078	162763	Check	1	8497		HOLMGREN BRENDA	Yes	No	No	USD	09/09/2016	90.00
			68067	162764	Check	1	4007		KEMPS	Yes	Yes	No	USD	09/09/2016	279.50
			68058	162765	Check	1	14362		LARSON STEVE	Yes	Yes	No	USD	09/09/2016	72.00
			68068	162766	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/09/2016	225.00
			68069	162767	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/09/2016	195.00
			68070	162768	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/09/2016	345.00
			68071	162769	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	09/09/2016	300.00
			68075	162770	Check	1	7475		M.B.S.A.	Yes	Yes	No	USD	09/09/2016	75.00
			68076	162771	Check	1	7475		M.B.S.A.	Yes	Yes	No	USD	09/09/2016	75.00
			68077	162772	Check	1	7475		M.B.S.A.	Yes	Yes	No	USD	09/09/2016	75.00
			68054	162773	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	09/09/2016	1,124.44

12

## 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	68056	162774	Check	1	13833		PETERSEN JAMES	Yes	Yes	No	USD	09/09/2016	72.00
		68064	162775	Check	1	15251		PROVOST KRISTY	Yes	No	No	USD	09/09/2016	27.10
		68073	162776	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	09/09/2016	2,000.00
		68072	162777	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	09/09/2016	611.45
		68059	162778	Check	1	14852		SKYWARD USERS OF MN	Yes	Yes	No	USD	09/09/2016	185.00
		68060	162779	Check	1	14852		SKYWARD USERS OF MN	Yes	Yes	No	USD	09/09/2016	185.00
		68061	162780	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	09/09/2016	341.54
		68053	162781	Check	1	12264		VAN LUYK LEONARD	Yes	No	No	USD	09/09/2016	72.00
		68055	162782	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	Yes	No	USD	09/09/2016	134.93
		68062	162783	Check	1	15243		WILDERNESS INQUIRY, INC.	Yes	No	No	USD	09/09/2016	500.00
		68080	162784	Check	1	9050		KENNEDY & GRAVEN, CHARTERED	Yes	Yes	No	USD	09/09/2016	100.00
		68081	162785	Check	1	15253		THE TOWEL DEPOT	Yes	No	No	USD	09/13/2016	499.00
		68098	162786	Check	1	1040		ACT PLAN	Yes	No	No	USD	09/20/2016	12,995.00
		68125	162787	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	09/20/2016	1,286.25
		68146	162788	Check	1	15250		AMITY INSTITUTE	Yes	No	No	USD	09/20/2016	1,600.00
		68107	162789	Check	1	1243	3	ASCD	Yes	No	No	USD	09/20/2016	2,970.00
		68109	162790	Check	1	1259	1	AUDIO COMMUNICATIONS	Yes	No	No	USD	09/20/2016	669.00
		68200	162791	Check	1	7328		AUTO BODY TECHNICIANS	Yes	No	No	USD	09/20/2016	20,400.00
		68140	162792	Check	1	15200		BEARDEN JIMMIE G	Yes	No	No	USD	09/20/2016	4,325.11
		68102	162793	Check	1	11277		BEYER ADAM	Yes	No	No	USD	09/20/2016	246.30
		68132	162794	Check	1	1438		BIO CORPORATION	Yes	No	No	USD	09/20/2016	727.52
		68206	162795	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD	09/20/2016	146.44
		68097	162796	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	No	No	USD	09/20/2016	724.60
		68133	162797	Check	1	14396		BRAINPOP	Yes	No	No	USD	09/20/2016	2,840.00
		68153	162798	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	09/20/2016	28,556.77
		68149	162799	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	09/20/2016	140.00
		68150	162800	Check	1	1668		CARL E. JOHNSON PLBG & HTG	Yes	No	No	USD	09/20/2016	814.75
		68168	162801	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	09/20/2016	5,669.02
		68100	162802	Check	1	11026	1	CENGAGE LEARNING	Yes	No	No	USD	09/20/2016	18,686.00
		68151	162803	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	09/20/2016	11.00
		68152	162804	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	09/20/2016	1,411.20
		68114	162805	Check	1	13013		CLUB'S CHOICE	Yes	No	No	USD	09/20/2016	438.00
		68130	162806	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	09/20/2016	4,182.50
		68154	162807	Check	1	1876		COMPANION	Yes	No	No	USD	09/20/2016	814.98
		68155	162808	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	09/20/2016	169.50
		68093	162809	Check	1	10069		DALCO	Yes	No	No	USD	09/20/2016	7,718.53
		68116	162810	Check	1	13253		DHARMA TRADING CO.	Yes	No	No	USD	09/20/2016	147.82
		68141	162811	Check	1	15207		DON JOHNSTON, INC.	Yes	No	No	USD	09/20/2016	106.00
		68156	162812	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	09/20/2016	549.78
		68110	162813	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	09/20/2016	472.30
		68157	162814	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	09/20/2016	59.55

## Princeton Public Schools #477

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0477		001	68208	162815	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	09/20/2016	641.60
			68158	162816	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/20/2016	1,335.00
			68159	162817	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	09/20/2016	525.47
			68202	162818	Check	1	7874		ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	09/20/2016	427.50
			68122	162819	Check	1	13816	1	ESPECIAL NEEDS	Yes	No	No	USD	09/20/2016	310.95
			68127	162820	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	09/20/2016	761.94
			68148	162821	Check	1	15255		FORD PATRICIA KAY	Yes	No	No	USD	09/20/2016	1,744.00
			68126	162822	Check	1	14049		FUN EXPRESS, LLC	Yes	No	No	USD	09/20/2016	121.36
			68160	162823	Check	1	2746	1	GLAZIER CLINICS	Yes	No	No	USD	09/20/2016	439.00
			68161	162824	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	09/20/2016	89.10
			68198	162825	Check	1	6645		GRAINGER	Yes	No	No	USD	09/20/2016	3,836.07
			68124	162826	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	09/20/2016	1,110.05
			68162	162827	Check	1	3121		HI-TECH REFRIGERATION	Yes	No	No	USD	09/20/2016	3,997.62
			68136	162828	Check	1	14674		HOUGHTON MIFFLIN HARCOURT	Yes	No	No	USD	09/20/2016	13,245.64
			68163	162829	Check	1	3269	1	I.S.D. #709	Yes	No	No	USD	09/20/2016	225.00
			68164	162830	Check	1	3284		I.S.D. #911	Yes	No	No	USD	09/20/2016	6,532.75
			68099	162831	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/20/2016	3,674.79
			68096	162832	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	09/20/2016	416.67
			68108	162833	Check	1	12552		IXL LEARNING	Yes	No	No	USD	09/20/2016	13,677.00
			68165	162834	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	09/20/2016	40.39
			68137	162835	Check	1	14797		JOHNSTONE SUPPLY	Yes	No	No	USD	09/20/2016	834.44
			68123	162836	Check	1	13828		JUMPN GYMNASTICS	Yes	No	No	USD	09/20/2016	8,442.20
			68166	162837	Check	1	3569		KIEL'S APPLIANCE & TV	Yes	No	No	USD	09/20/2016	639.90
			68167	162838	Check	1	3701		LAKESHORE	Yes	No	No	USD	09/20/2016	324.49
			68115	162839	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	09/20/2016	4,500.00
			68111	162840	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	09/20/2016	97.47
			68169	162841	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	09/20/2016	698.00
			68170	162842	Check	1	4093		MCGRAW-HILL COMPANIES	Yes	No	No	USD	09/20/2016	20,247.12
			68203	162843	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	09/20/2016	4,383.81
			68204	162844	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	09/20/2016	585.00
			68113	162845	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	09/20/2016	73.46
			68138	162846	Check	1	15072		MINNESOTA ADVOCATES FOR IMME	Yes	No	No	USD	09/20/2016	55.00
			68104	162847	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	09/20/2016	4,110.93
			68103	162848	Check	1	11420		MN BOARD OF SCHOOL ADMIN.	Yes	No	No	USD	09/20/2016	75.00
			68207	162849	Check	1	8945		MOHN MONICA	Yes	No	No	USD	09/20/2016	200.00
			68171	162850	Check	1	4537		NASCO	Yes	No	No	USD	09/20/2016	474.59
			68211	162851	Check	1	9892	1	NCS PEARSON, INC.	Yes	No	No	USD	09/20/2016	1,435.80
			68172	162852	Check	1	4687		NORTH BRANCH PUBLIC SCHOOL	Yes	No	No	USD	09/20/2016	310.00
			68173	162853	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	09/20/2016	437.10
			68143	162854	Check	1	15221	1	PEARSON	Yes	No	No	USD	09/20/2016	5,946.96
			68174	162855	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	09/20/2016	1,986.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	68175	162856	Check	1	5055		PLYMOUTH PLAYHOUSE	Yes	No	No	USD	09/20/2016	100.00
		68135	162857	Check	1	14665		POPP BINDING & LAMINATING INC.	Yes	No	No	USD	09/20/2016	1,042.20
		68209	162858	Check	1	9183		POSTAUDIO INC	Yes	No	No	USD	09/20/2016	1,050.00
		68176	162859	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	09/20/2016	74,971.88
		68177	162860	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	09/20/2016	983.53
		68178	162861	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	09/20/2016	332.11
		68112	162862	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	09/20/2016	2,222.50
		68095	162863	Check	1	10224	2	REGENTS OF THE UNIVERSITY OF M	Yes	No	No	USD	09/20/2016	3,000.00
		68179	162864	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	09/20/2016	998.00
		68119	162865	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALI	Yes	No	No	USD	09/20/2016	640.60
		68106	162866	Check	1	12091	1	RYDIN DECAL	Yes	No	No	USD	09/20/2016	389.29
		68144	162867	Check	1	15227		SANTA LUCIA COFFEE & CREAM	Yes	No	No	USD	09/20/2016	375.50
		68180	162868	Check	1	5491		SARTELL HIGH SCHOOL	Yes	No	No	USD	09/20/2016	225.00
		68181	162869	Check	1	5571		SCHOLASTIC MAGAZINES	Yes	No	No	USD	09/20/2016	2,673.26
		68199	162870	Check	1	7135	1	SCHOOL DATEBOOKS INC	Yes	No	No	USD	09/20/2016	5,977.40
		68201	162871	Check	1	7583		SCHOOL HEALTH	Yes	No	No	USD	09/20/2016	437.41
		68128	162872	Check	1	14292	1	SCHOOL OF FISH, LLC	Yes	No	No	USD	09/20/2016	422.40
		68182	162873	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	09/20/2016	1,357.77
		68183	162874	Check	1	5642		SENTRY SYSTEMS INC.	Yes	No	No	USD	09/20/2016	1,129.90
		68142	162875	Check	1	15216		SIDELINE POWER.COM	Yes	No	No	USD	09/20/2016	10,575.00
		68184	162876	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	09/20/2016	608.94
		68145	162877	Check	1	15235		SNA SPORTS GROUP	Yes	No	No	USD	09/20/2016	1,280.00
		68121	162878	Check	1	13794		SOCCER.COM	Yes	No	No	USD	09/20/2016	158.26
		68185	162879	Check	1	5868		STATE SUPPLY COMPANY	Yes	No	No	USD	09/20/2016	215.37
		68205	162880	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	09/20/2016	5,108.72
		68118	162881	Check	1	13481	1	SUMMIT FIRE PROTECTION	Yes	No	No	USD	09/20/2016	2,850.25
		68186	162882	Check	1	6015		SUPREME SCHOOL SUPPLY CO.	Yes	No	No	USD	09/20/2016	3,055.44
		68094	162883	Check	1	10207		SWEETWATER SOUND, INC.	Yes	No	No	USD	09/20/2016	176.84
		68187	162884	Check	1	6031	1	SYLVA CORPORATION INC	Yes	No	No	USD	09/20/2016	1,323.00
		68210	162885	Check	1	9572	1	TEACHER CREATED MATERIALS	Yes	No	No	USD	09/20/2016	68.97
		68188	162886	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	09/20/2016	41.94
		68120	162887	Check	1	13767	1	TEACHERS SYNERGY, LLC	Yes	No	No	USD	09/20/2016	83.74
		68189	162888	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	09/20/2016	3,596.07
		68190	162889	Check	1	6086		TECH CHECK	Yes	No	No	USD	09/20/2016	1,209.67
		68117	162890	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	09/20/2016	297.30
		68191	162891	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	09/20/2016	2,925.00
		68192	162892	Check	1	6156	7	TIME FOR KIDS	Yes	No	No	USD	09/20/2016	124.88
		68193	162893	Check	1	6213	2	TRANE U.S. INC.	Yes	No	No	USD	09/20/2016	181.81
		68139	162894	Check	1	15129		TREUER ANTON	Yes	No	No	USD	09/20/2016	1,788.73
		68194	162895	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	09/20/2016	266.73
		68101	162896	Check	1	11229	1	ULINE	Yes	No	No	USD	09/20/2016	54.72

## Princeton Public Schools #477

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0477		001	68129	162897	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	09/20/2016	7,610.34
			68134	162898	Check	1	14575		VERILUX, INC.	Yes	No	No	USD	09/20/2016	99.00
			68105	162899	Check	1	11589		WALCH EDUCATION	Yes	No	No	USD	09/20/2016	132.00
			68195	162900	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	09/20/2016	531.24
			68147	162901	Check	1	15254		WEST DEBORAH	Yes	No	No	USD	09/20/2016	1,078.00
			68196	162902	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	09/20/2016	641.25
			68131	162903	Check	1	14346	1	WIETERS JOY CHRISTINA	Yes	No	No	USD	09/20/2016	673.40
			68197	162904	Check	1	6637		WPS	Yes	No	No	USD	09/20/2016	379.50
Bank Total: 001														<b>\$758,273.05</b>	
Report Total:														<b>\$758,273.05</b>	

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

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$150,935.43
06	Construction	\$1,968,119.72
<b>Report Total</b>		<b>\$2,119,055.15</b>

## Princeton Public Schools #477

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Batch	Co	Bank	Pyemt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	68223	162905	Check	1	14005	1	AGC NETWORKS INC	Yes	No	No	USD	09/20/2016	33,047.94
			68212	162906	Check	1	1072		AIM ELECTRONICS INC.	Yes	No	No	USD	09/20/2016	3,945.00
			68215	162907	Check	1	11524	1	ALL FURNITURE INC	Yes	No	No	USD	09/20/2016	997.04
			68219	162908	Check	1	12229		ALL STATE COMMUNICATIONS	Yes	No	No	USD	09/20/2016	7,269.11
			68254	162909	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	09/20/2016	32,867.00
			68218	162910	Check	1	11973		BRAUN INTERTEC CORPORATION	Yes	No	No	USD	09/20/2016	2,885.00
			68245	162911	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	09/20/2016	9,971.60
			68246	162912	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	09/20/2016	105.49
			68227	162913	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	09/20/2016	547.00
			68228	162914	Check	1	14813		CHARLES SCHWAB & CO.	Yes	No	No	USD	09/20/2016	1,744.00
			68241	162915	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	09/20/2016	843.80
			68216	162916	Check	1	11601		EBERT CONSTRUCTION	Yes	No	No	USD	09/20/2016	94,689.67
			68242	162917	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	09/20/2016	43,000.00
			68217	162918	Check	1	11707		EL-JAY PLUMBING & HEATING	Yes	No	No	USD	09/20/2016	36,109.61
			68232	162919	Check	1	15128		GENERAL OFFICE PRODUCTS COMI	Yes	No	No	USD	09/20/2016	145,823.17
			68238	162920	Check	1	15215		HALDEMAN HOMME, INC.	Yes	No	No	USD	09/20/2016	3,824.54
			68214	162921	Check	1	11238		ICS CONSULTING, INC	Yes	No	No	USD	09/20/2016	6,860.47
			68213	162922	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/20/2016	418,909.41
			68243	162923	Check	1	3328		INSTITUTE FOR ENVIRONMENTAL	Yes	No	No	USD	09/20/2016	684.00
			68231	162924	Check	1	15123		INTEREUM	Yes	No	No	USD	09/20/2016	69,392.80
			68221	162925	Check	1	13680		IPEVO ONLINE STORE	Yes	No	No	USD	09/20/2016	282.15
			68244	162926	Check	1	3701		LAKESHORE	Yes	No	No	USD	09/20/2016	17,029.98
			68224	162927	Check	1	14645	1	MAKERGEAR	Yes	No	No	USD	09/20/2016	12,429.50
			68229	162928	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	09/20/2016	1,583.50
			68233	162929	Check	1	15148		OFFISOURCE, INC	Yes	No	No	USD	09/20/2016	16,250.00
			68239	162930	Check	1	15217		POWERGISTICS	Yes	No	No	USD	09/20/2016	794.00
			68247	162931	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	09/20/2016	20,035.94
			68236	162932	Check	1	15205		RACHEL CONTRACTING, INC.	Yes	No	No	USD	09/20/2016	262,645.55
			68230	162933	Check	1	14904		ROCHON CORPORATION	Yes	No	No	USD	09/20/2016	632,002.00
			68248	162934	Check	1	5577	1	SCHELDE NORTH AMERICA L.L	Yes	No	No	USD	09/20/2016	3,398.00
			68249	162935	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	09/20/2016	1,957.60
			68220	162936	Check	1	12635	1	SHI INTERNATIONAL CORP.	Yes	No	No	USD	09/20/2016	4,228.80
			68237	162937	Check	1	15211		SHOP SABRE CNC	Yes	No	No	USD	09/20/2016	7,540.00
			68234	162938	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	09/20/2016	20,995.00
			68250	162939	Check	1	5917		STEINBRECHER PAINTING COMPAN	Yes	No	No	USD	09/20/2016	16,599.35
			68255	162940	Check	1	8531	2	STRATEGIC EQUIPMENT	Yes	No	No	USD	09/20/2016	1,292.49
			68251	162941	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	09/20/2016	2,492.40
			68225	162942	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	09/20/2016	10,395.00
			68226	162943	Check	1	14749		W. GOHMAN CONSTRUCTION CO.	Yes	No	No	USD	09/20/2016	33,137.50
			68240	162944	Check	1	15257		WASTE MANAGEMENT OF WI-MN	Yes	No	No	USD	09/20/2016	3,253.62
			68252	162945	Check	1	6464		WATERMANAGEMENT SERVICES	Yes	No	No	USD	09/20/2016	23,565.05

## 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	68235	162946	Check	1	15201		WAYFAIR	Yes	No	No	USD	09/20/2016	1,452.09
		68253	162947	Check	1	6500		WEST BRANCH CONSTRUCTION C	Yes	No	No	USD	09/20/2016	84,407.50
		68222	162948	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	09/20/2016	27,771.48
Bank Total: 001													<b>\$2,119,055.15</b>	
Report Total:													<b>\$2,119,055.15</b>	

## Princeton Public Schools - ISD #477

### Wire Transfer Report

September 20, 2016

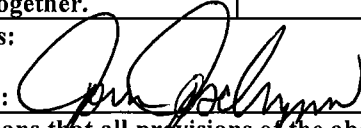
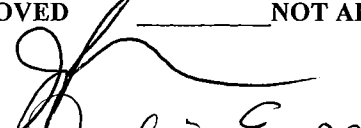

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
8/15/2016	\$ 461,033.72	ACH File Transfer
8/15/2016	\$ 165,459.13	Federal Tax Wire Transfer
8/15/2016	\$ 25,923.76	State Tax Wire Transfer
8/15/2016	\$ 8,294.91	Select Account HSA
8/15/2016	\$ 85,110.06	TRA File Transfer
8/15/2016	\$ 15,932.52	PERA File Transfer
8/15/2016	\$ 436.00	MN Child Support File Transfer
8/15/2016	\$ 30,666.63	TSA File Transfer
8/31/2016	\$ 459,949.19	ACH File Transfer
8/31/2016	\$ 165,885.49	Federal Tax Wire Transfer
8/31/2016	\$ 26,400.55	State Tax Wire Transfer
8/31/2016	\$ 8,294.84	Select Account H S A
8/31/2016	\$ 83,453.66	TRA File Transfer
8/31/2016	\$ 17,758.89	PERA File Transfer
8/31/2016	\$ 436.00	MN Child Support File Transfer
8/31/2016	\$ 29,745.77	TSA File Transfer
9/6/2016	\$ 18,219.88	BMO Harris Bank - (Pcards)
8/4/2016	\$ 1,965.56	SelectAccount
8/11/2016	\$ 233.42	SelectAccount
8/18/2016	\$ 1,369.77	SelectAccount
8/22/2016	\$ 173.01	SelectAccount
8/25/2016	\$ 2,216.76	SelectAccount
	\$	
	\$	
<b>TOTAL</b>	<b>\$ 1,608,959.52</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR AUGUST 2016**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	9,713,877.15	4,538,261.74	1,707,147.00	(940.67)	12,544,991.89
<b>02 Food Service</b>	385,827.05	21,826.42	26,047.30	248.20	381,606.17
<b>04 Community Service</b>	588,051.39	75,479.58	191,227.67	(786.78)	472,303.30
<b>06 Building Fund</b>	6,100,864.28	83,735.25	1,463,109.50	0.00	4,721,490.03
<b>07 Debt Service</b>	2,111,133.96	41,229.07	558,305.81	0.00	1,594,057.22
<b>10 Activities</b>	151,139.13	12,011.57	1,831.40	0.00	161,319.30
<b>TOTAL</b>	19,050,892.96	4,772,543.63	3,947,668.68		19,875,767.91

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>793,502.98</b>
<b>MSDLAF+</b>	<b>7,721,173.81</b>
<b>Investments (Fd01)</b>	<b>7,107,703.79</b>
<b>Investments (Fd06)</b>	<b><u>4,637,754.78</u></b>
	<b>20,260,135.36</b>
<b>O/S Accts Pay Checks</b>	<b>(324,158.47)</b>
<b>O/S Payroll Checks</b>	<b>(110.82)</b>
<b>O/S Wires</b>	<b>(64,977.16)</b>
<b>NSF Checks</b>	<b><u>4,879.00</u></b>
<b>TOTAL</b>	<b>19,875,767.91</b>

Date of fundraiser: 11-3-16 to 12-9-16		Projected profit: \$500.00	Amount earned:	
Group or organization proposing the fundraiser: IS. ART DEPT.			Item(s) being sold: VARIOUS	
Company/organization supplying items to be sold: ART TO REMEMBER				
The money raised will be used for: SUPPLIES FOR ART DEPT.				
The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:				
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		✓	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).		✓	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.		N/A	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		✓	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		✓	
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		✓	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		✓	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.		✓	
I have reviewed Policy #511 Fundraising and agree to its provisions:				
Date:	9-7-16	Teacher/Sponsor Signature:		
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <u>      </u> APPROVED <u>      </u> NOT APPROVED				
Date:	9/7/16	Administrator Signature:		
Date:	9.8.16	Superintendent Signature:		
Date:		School Board Chair Signature:		

### FUNDRAISING APPROVAL FORM

Date of fundraiser: <b>JAN 2017</b>	Projected profit: <b>\$4000</b>	Amount earned:
Group or organization proposing the fundraiser: <b>Music Dept</b>		Item(s) being sold: <b><del>Cake Dough</del> + Soup</b>
Company/organization supplying items to be sold: <b>The Chip Shoppe</b>		
The money raised will be used for: <b>Italy 2019</b>		
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>		Place a checkmark beside each box to indicate whether the criteria for fundraising are met.
		Yes      No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	✓
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	N/A
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	✓
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	✓
5.	Information is going home with the students to the parents explaining the district's fundraising policy.	✓
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	✓
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	✓
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	✓
I have reviewed Policy #511 Fundraising and agree to its provisions:		
Date: <b>8/1/16</b>	Teacher/Sponsor Signature: <b>Neil Petric</b>	
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction.      ✓ APPROVED      NOT APPROVED		
Date: <b>8-22-16</b>	Administrator Signature: <b>Burt Mueckel</b>	
Date: <b>9.7.16</b>	Superintendent Signature: <b>Julia Espe</b>	
Date:	School Board Chair Signature:	

**Open Enrolled Students (Out/In) as of Sept. 20, 2016**

<b>In/Out</b>	<b>Start Date</b>	<b>Resident Dist</b>	<b>Attending Dist</b>	<b>Grade</b>	<b>Reason Given</b>
In	9.12.16	Cambridge	Princeton	6	district of choice
In	9.12.16	Milaca	Princeton	11	district of choice
In	9.12.16	Cambridge	Princeton	12	Coming back to Princeton
In	9.13.16	Cambridge	Princeton	10	Online

**CONSTRUCTION CHANGE ORDERS**

09.20.16

	<b>ADD</b>	<b>Project</b>	<b>DESCRIPTION</b>
Mid Central Door Company	\$6,765.00	Add two push side automatic operators	New Primary School
West Branch Construction Co.	(-23,831.00)	Revised pavement section	ball fields
West Branch Construction Co.	\$2,125.00	Install salvage flag Pole	ball fields
West Branch Construction Co.	\$1,840.94	Debris clean up	ball fields
Rochon Corporation	\$226.80	Door B138 Changes	High School
Rochon Corporation	\$617.40	Glazing at B 137	High School
Rochon Corporation	\$1,074.15	FRP on the east wall of the dishroom and behind the sink on the north wall	High School
Rochon Corporation	\$2,231.25	Coiling door motor covers	High School
Rochon Corporation	\$915.60	Wrestling room revisions	High School
Rochon Corporation	\$504.00	Switch out flex and diffuser in Reception	High School
Rochon Corporation	\$2,168.25	Masonry Changes	High School
Rochon Corporation	\$16,609.60	Area B pneumatic controls	High School
Rochon Corporation	\$7,520.10	Joist reinforcing-Area C	High School
Rochon Corporation	\$983.85	Speakers into Area B	High School
Rochon Corporation	\$8,014.76	Street Patching	High School
Rochon Corporation	\$3,977.40	Kitchen Tile	High School
Rochon Corporation	\$2,127.99	Bleacher permit	High School
Ebert, Inc	\$2,318.10	changes to site signage and ADA access	New Primary School
W. Gohman Construction Co.	\$483.00	Removal of word "Elementary	New Primary School
W. Gohman Construction Co.	\$2,090.00	Add of markerboards-Area A	New Primary School
W. Gohman Construction Co.	\$394.00	Add locks to the cabinets in the island in room B109	New Primary School
A&H Electric Inc.	\$1,053.00	Wire power to Eagan security panel and 3 condensate pumps	New Primary School
A&H Electric Inc.	\$3,399.00	Projector, screen and smartboard changes	New Primary School
A&H Electric Inc.	\$2,873.65	Wire (10) handwashes	New Primary School

A&H Electric Inc.	\$822.81	Wiring for door operator on Door B101B	New Primary School
A&H Electric Inc.	\$1,366.40	Install L5-30R receptacles in 3-data closets for UPS	New Primary School

# Early Childhood 2015/17

Epic changes

# Our Staff

28



# Changes in 2015/16

---

- Special Education staff shifted supervision to unify staff
- Spanish Immersion added
- Entire year spent in preparation for remodeling
- Tigers in Training program implemented
- Early Childhood participated in strategic planning process and all other district wide initiatives (not new but good to note)
- Students began to ride the bus
- Tiger Club preschool on site childcare program began

# Spanish Immersion

15/16

- Enrollment - 11 students (10 of which are now in K-Immersion)
- Shift in teaching staff in October
- Yimi Argueta - Here 1 year and is now doing missionary work in Nepal.

30

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16/17

- Enrollment - 8 students
- Mari Peterson (Mexico) and Astrid Peterson (Columbia)
- Low ratios/Day 3 students using Spanish language

# Preschool

15/16

- **Final Enrollment 2015/16 - 230** (176 on the first day of school)
  - IEP 64 year end (Approx. 30 added throughout the year)
  - 54 total students added throughout the year
- 280 students max capacity (14 sections)

31

16/17

- **Enrollment - 219** first day of school (up by 43)
  - All day everyday = 38
  - IEP 44 start of year
- 308 students max capacity (16 sections)

**Projected Final Enrollment 2016/17 - 273** (219 + 54)

# Tigers in Training Program

- 3 event invite postcards to 900 families
  - Drama camp performance June (@ 15 families)
  - Football Game Sept. (@ 15 families)
  - Early Childhood Fair April 84 families attended

15/16

Letters and tokens of tigerhood sent out in January to all families

32

- 3 event invite postcards to 900 families
  - Drama camp performance July exceeded maximum capacity of PAC
  - Football Game Sept. (@ 15 families)
  - Early Childhood Fair scheduled for April 29 2017

16/17



# ECFE (Early Childhood Family Education)

15/16

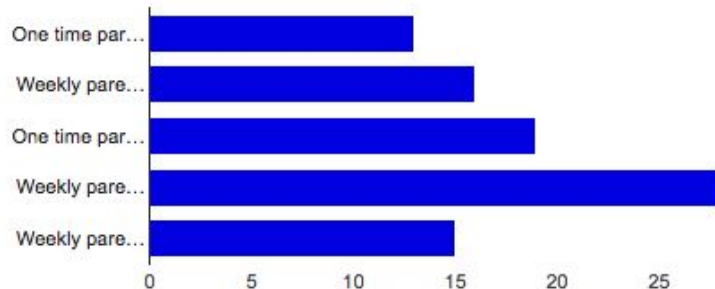
- Enrollment - 449 unduplicated participants
  - 198 parents and grandparents
  - 243 different children birth up to 5 years of age



33

Community Needs Assessment informs us on what we should offer:

## What type of ECFE class are you most likely to attend?



One time parent only class on specific topic with childcare provided.	13	23.2%
Weekly parent only classes with childcare provided.	16	28.6%
One time parent/child events.	19	33.9%
Weekly parent/child classes with separation and parent discussion time.	28	50%
Weekly parent/child classes with no formal parent discussion time.	15	26.8%

# Early Childhood Tiger Club Childcare:

- Enrollment - 25 students 2015/16
- Enrollment - 23 students start of 2016/17

---

## Busing:

- 7am and 8pm students riding
- 49am and 38pm students riding (22 buses)

**15/16**  
**16/17**

# Grand opening - please join us

---

## **Family Center**

**706 First Street, Princeton MN 55371**

**Monday, October 17**

**4:30 - 6:30 PM**



School Board Report  
Primary School  
September 20, 2016

**Looking Back, Looking Forward**

# Fast Data: Spring 2016

## South Elementary

The percentage of all students enrolled in grades K-2 at South Elementary School taking the reading accountability tests (FAST) will increase from their baseline in fall 2015 to 75% of all students meeting or exceeding benchmark in Spring 2016.

***The 2016 result is 67%--did not meet goal.***

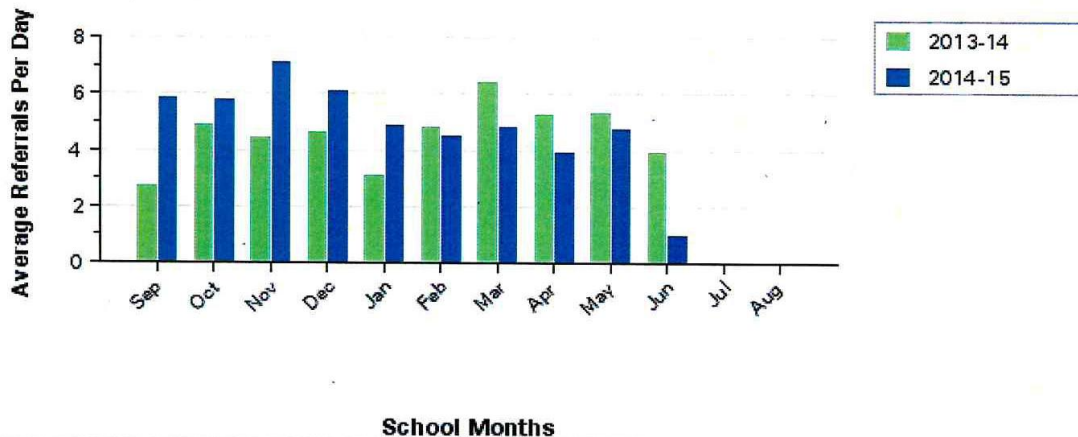
The percentage of all students enrolled in grades K-2 at South Elementary School taking the math accountability tests (FAST) will increase from their baseline in fall 2015 to 75% of all students meeting or exceeding benchmark in Spring 2016.

***The 2016 result is 70%--did not meet goal.***



## Average Referrals Per Day Per Month - Multi-Year

All, 2013-14 - 2014-15



### Data Table

Month	2013-14	2014-15
January	44	89
February	93	86
March	129	88
April	112	76
May	113	96
June	16	4
July	0	0
August	0	0
September	55	123
October	103	116
November	72	122
December	70	92
<b>Totals:</b>	<b>807</b>	<b>892</b>

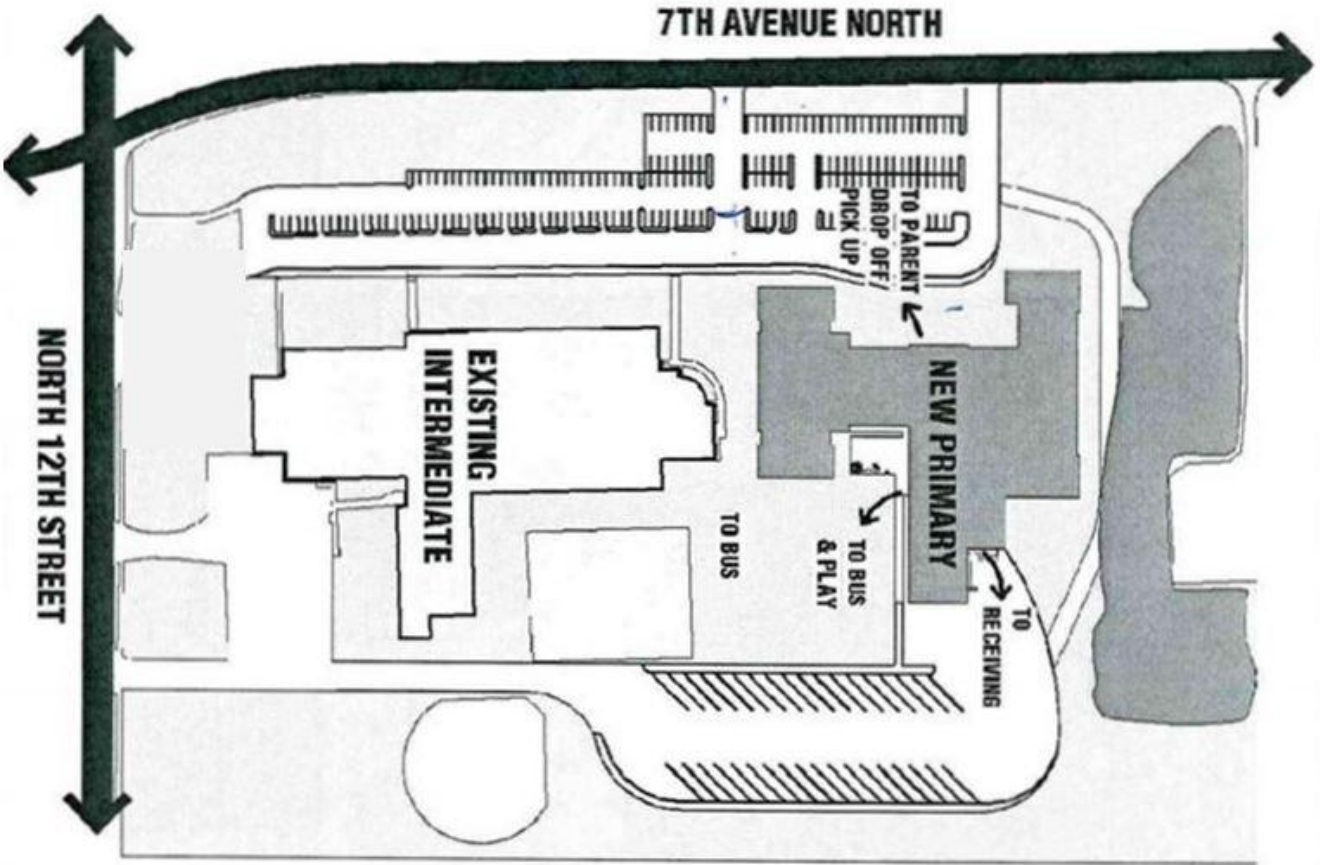
# Princeton Primary School Goals 2016 – 2017

1. To meet or exceed academic goals for each grade level as measured by FAST.
2. To continue to provide high quality staff development, through professional learning communities.
3. To expand this year's Positive Behavioral Intervention and Support (PBIS) initiative (henceforth called Tiger Pride) by providing on-going training for the staff, continuing with the passport system for the students, communicating more thoroughly with the parents and community, and by providing high quality activities throughout the school year for staff and students
4. To monitor students discipline using the School Wide Information System (SWIS) and to have a five percent reduction in disciplinary incidents from the previous year.
5. To continue to have a strong and vital site-based, decision-making team at South by modeling our core values of cooperation, open communication, respect, and encouragement.
6. To effectively evaluate classroom instruction utilizing the Marzano framework.
7. To have each teacher post learning progressions in the core academic areas every day.
8. To have each PLC use student data on a continual basis to monitor growth and adjust strategies/methodologies as needed.













# We'll see you at the Grand Opening

Monday, September 26 4:30-7:30

4:30 Ribbon Cutting for school

4:45 Ribbon Cutting for Lucille Decker Media Center

Presentation to follow





46

# Princeton Student Services



## Student and Family Handbook 2016-2017

## Princeton Public Schools Mission

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

## Vision

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

# Table of Contents

## WELCOME TO PRINCETON STUDENT SERVICES

[School Board](#)

[Staff Directory](#)

[Emergency School Closing](#)

[Student Services Calendar](#)

[Student Enrollment Information and Process](#)

## ACADEMICS

[Instructional Services](#)

[Transfer Credits](#)

[Graduation Requirements](#)

[State Testing](#)

[Personal Learning Plan](#)

[Course Extensions](#)

[Incompletes](#)

[Dropping Courses](#)

[Repeating Courses](#)

[Credit Recovery](#)

[Concern Conference](#)

[Post-Secondary Enrollment Option \(PSEO\)](#)

[Commencement](#)

[Special Education Services for Students](#)

[Special Education Records](#)

## GRADING

[Progress Report](#)

[Grade Calculation Guideline](#)

## ATTENDANCE

[Legal Statutes Related to Student Attendance](#)

[Definitions](#)

[Absence Reporting Procedures](#)

[District Procedures Regarding Truancy](#)

[Leaving School](#)

[School Withdrawal Policy: Transferring](#)

[Formal Withdrawal](#)

[Dissemination of Policy](#)

## DISTRICT POLICIES

[Mandated Reporting by School Officials](#)

[Harassment and Violence](#)

[Bullying Prohibition](#)

[Chemical Use and Abuse Policy](#)

[Drug Free Workplace / School Policy](#)

[Tobacco-Free Environment Policy](#)  
[Prohibition of Weapons](#)  
[Search of Student Lockers, Desks, Personal Possessions](#)  
[Student Records \(Family Educational Rights & Privacy Act\)](#)  
[Nondiscrimination Policy](#)  
[Equal Educational Opportunity Policy](#)  
[Resources for Students and Families](#)  
[Technology Awareness](#)  
[Access to Internet](#)  
[Security Information](#)  
[Criminal Background Checks](#)  
[Fines](#)  
[Meal Information](#)  
[Contacting a Student During the School Day](#)  
[Visitors](#)  
[Fire Drills](#)  
[Tornado Warning and Drills](#)  
[Lock Down Drills](#)  
[Student Parking](#)  
[Health Services](#)  
[Bus Rules](#)  
[Student Responsibilities](#)  
[Academic Honesty](#)  
[Student Expectations](#)  
[Responses to Student Conduct](#)  
[Supplemental Section: Area Learning Center](#)  
[Program Overview](#)  
[Individual Student Program Design](#)  
[Program Options](#)  
[Attendance](#)  
[Course Credits](#)  
[Grading](#)  
[Concern Conference](#)  
[Student Parking](#)  
[Illness](#)  
[Injuries](#)  
[Electronic Devices](#)  
[Supplemental Section-Educational Options](#)  
[Program Overview](#)  
[Individual Student Program Design](#)  
[Student Schedule](#)  
[Attendance](#)  
[Course Credits](#)

[Grading](#)

[Concern Conference](#)

[Illness / Injury](#)

[Electronic Devices](#)

[Supplemental Section: Online Academy](#)

[Program Overview](#)

[Individual Student Program Design](#)

[Attendance](#)

[Course Credits](#)

[Concern Conference](#)

[Technology Awareness](#)

[Technical Requirements](#)

[Device Use Agreement](#)

[Student Parking](#)

[Netiquette](#)

[Supplemental Section-Onward](#)

[Program Overview](#)

[Individual Student Program Design](#)

[Schedule](#)

[Attendance](#)

[Course Credits](#)

[Grading](#)

[Concern Conference](#)

[Illness](#)

[Injuries](#)

[Electronic Devices](#)

# WELCOME TO PRINCETON STUDENT SERVICES

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Dear Students and Parents/Guardians,

Princeton Student Services provides supported learning opportunities through the Princeton Online Academy, Princeton Area Learning Center, Educational Options at Accurate Home Care, and special education services throughout the Princeton School District including the Onward Program.

Courses are aligned with Minnesota K-12 Academic Standards. Students are required to meet state standards as prescribed in the areas of Language Arts, Mathematics, Science, Social Studies, Fine Arts, and Health and Physical Education in order to ensure grade progression and graduation.

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

Student Services reserves the right to modify procedures when the administration determines the changes are in the best interest of the school community. Such changes will be communicated to students, parents, and staff in a timely and appropriate fashion.

We hope you have an enjoyable and productive school year!

Sincerely,

Erin Dohrmann  
Director of Student Services

## School Board

Name	Title	Phone	Email
Craig Johnson	Director	763-634-2550	craig.johnson@isd477.org
Jeremy Miller	Chair	612-940-6838	jeremy.miller@isd477.org
Eric Minks	Clerk	763-238-1571	eric.minks@isd477.org
Chuck Nagle	Director	651-483-3982	chuck.nagle@isd477.org
Deb Ulm	Vice Chair	763-234-7645	deb.ulm@isd477.org
Howard Vaillancourt	Treasurer	763-389-3627	howard.vaillancourt@isd477.org
Chad Young	Acting Clerk	763-389-4217	chad.young@isd477.org

## Staff Directory

To reach the Student Services department, please email [student-services@isd477.org](mailto:student-services@isd477.org).

To reach the Special Education department please email [sped@isd477.org](mailto:sped@isd477.org).

Name	Title	Phone	Email
Erin Dohrmann	Director of Student Services	763-389-6166	erin.dohrmann@isd477.org
Tami Duke	Guidance Counselor		tami.duke@isd477.org
Kit Girtz	Speech/Language Pathologist-Accurate	763-389-6738	katheryn.girtz@isd477.org
Timothy Hasser	Teacher-Accurate Home Care	866-214-3800 x7103	timothy.hasser@isd477.org
Kim Hoskins	Special Education Secretary	763-389-7224	kim.hoskins@isd477.org
Terri Kerwin	Teacher-Princeton Online Academy	763-389-6196	terri.kerwin@isd477.org
Rick Kielty	Teacher-Area Learning Center	763-389-6094	rick.kielty@isd477.org
Emily McKinnon	Student Services Secretary	763-389-6719	emily.mckinnon@isd477.org
Steve Milam	Special Education Coordinator		steve.milam@isd477.org
JoAnn Moats	Developmental Adapted Physical Education Teacher		joann.moats@isd477.org
Sarah Moffat	Teacher-Princeton Online Academy		sarah.moffat@isd477.org
Jean Roof	Teacher-Onward Program	763-389-6003	jean.roof@isd477.org
Lori Sandin	Special Education Assessment Spec	763-389-6194	lori.sandin@isd477.org
Amy Smith	Speech/Language Pathologist-Onward	763-389-6062	amy.smith@isd477.org
Brett Triplett	Special Education Teacher	763-389-6051	brett.triplett@isd477.org
Christina Vaughn	Teacher-Accurate Home Care	866-214-3800 x7103	christina.vaughn@isd477.org

## Emergency School Closing

In the event of fire, severe weather, etc., school will be closed through an announcement from the superintendent of schools. The decision to close schools will be made by 6:00 a.m. whenever possible. Please check the following radio and television stations and websites for information related to closings and late starts:

**Radio:** WCCO 830 AM  
WQPM 1300 AM / KLCI 106.1 FM  
KBEK 95.5 FM  
KCLD 104.7 FM / KZPK 98.9 FM / KCML 99.9 FM  
WWJO 98.1 FM / WJON 1240 AM

**Television:** WCCO-4  
KSTP-5 / KSTC-45  
KMSP / FOX-9  
KARE-11

**Websites:** [www.isd477.org](http://www.isd477.org)  
[www.wcco.com](http://www.wcco.com)  
[www.kare11.com](http://www.kare11.com)

# Student Services Calendar

## 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
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School Closed  
 Last Day of Trimester

Staff Development Day  
 First and Last Day of School

Aug 29-31	New Teacher Workshop
Sep 5	Labor Day
Sep 6-8	Staff Development Days
Sep 12	First Day of School for Students
Oct 20-21	MEA--No School for Staff/Students
Oct 28	Staff Development Day--No School for Students
Nov 11	Staff Development Day--No School for Students
Nov 24-25	Thanksgiving Break--No School for Staff/Students
Dec 2	Last Day of Trimester 1
Dec 5	Staff Development/Grading--No School for Students

Dec 23-Jan 2	Winter Break--No School for Staff/Students
Jan 16	Staff Development Day--No School for Students
Feb 20-21	No School for Staff/Students
March 10	Last Day of Trimester 2
March 13	Staff Development/Grading--No School for Students
March 14	Staff Development Day--No School for Students
April 14-17	No School for Staff/Students
May 29	Memorial Day--No School for Staff/Students
June 2	High School Graduation
June 7	Last Day of School/Trimester 3
June 8	Staff Development/Grading--No School for Students

Totals: 171 student days; T1 = 54 days, T2 59 days, T3 58 days

Board Approved 5/3/16

## Student Enrollment Information and Process

### Enrollment Process:

Students who are currently attending Princeton Public Schools should meet with their school counselor regarding options available through the Department of Student Services. Students who are not residents of Princeton Public Schools should complete the enrollment packet found on the district website and submit it to the Department of Student Services for processing. Specific questions about forms found within the enrollment packet can be answered by calling 763-389-6719.

Acceptance is contingent upon the receipt of the completed enrollment packet from the family and all required documents. The enrollment packet includes:

- Princeton Public Schools Student Enrollment Form
- Handbook Review Form
- Student Internet Acceptable Use & Safety Agreement Form
- School Bus Registration Form
- Application for Educational Benefits
- Pupil Immunization Form
- MDE Statewide Enrollment Options Form (*for students not living in Princeton*)
- Release of Information (*for students attending Educational Options at Accurate Home Care*)

*Additional enrollment procedures can be found within the supplemental section for each Student Services program.*

Upon acceptance of your enrollment and receipt of your enrollment packet, the following steps will occur:

- Your enrollment packet is reviewed by school staff and your academic records are requested from your previous school or district.
- You will meet with a representative of the Department of Student Services staff to design your program and build your schedule.
- Your services will begin.

Note: As a result of the U.S. Supreme Court Ruling, school personnel may not deny admission to a student during initial enrollment or any other time on basis of undocumented status; or require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (458 U.S. 1131{1982}).

# ACADEMICS

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## Instructional Services

Princeton Student Services provides supported learning opportunities including the Princeton Online Academy, Princeton Area Learning Center, and Princeton Education Options available through Accurate Home Care. Special education services are also available at each building within the Princeton district and through the Onward Program.

Student Services provides Minnesota licensed teachers to meet the academic needs of our students during the traditional school day, through extended day and summer options, online, and by appointment. A school counselor is available to assist with appropriate class selection and provide academic counseling to assist students with post-secondary placement and career exploration. Special Education services are available for students who have an Individualized Education Program (IEP).

## Transfer Credits

Official transcripts are required in order to properly transfer credits into your program. Credit acceptance depends on the course content, number of credits, and the current school district and state graduation requirements.

## Graduation Requirements

Upon completion of the enrollment process and at the end of each school year, students will receive a record of credits earned. Students/Parents may also request this record by contacting school counseling staff. This record includes the courses the student has completed and credits earned toward graduation. It is possible that the credit totals may be different than the previous schools attended, as Princeton Student Services courses are based on 1 credit per class/trimester, with a total of 54 credits needed for graduation. Students do not lose credits when transferring schools, although credit conversions and graduation requirements do differ between school districts.

To receive a diploma from Princeton Public Schools, each student is required to receive the following credits per category for a total of 54 credits in addition to meeting Minnesota state graduation requirements:

<i>Language Arts (8 credits)</i>				
	2.0 English I	2.0 English II	2.0 English III	2.0 English IV
<i>Math (6 credits)</i>				
	2.0 Algebra I	2.0 Geometry	2.0 Algebra II	

<i>Social Studies (7 credits)</i>				
	2.0 General History	2.0 U.S. History	1.0 World Geography	1.0 Economics
	1.0 Government			
<i>Science (6 credits)</i>				
	2.0 Physical Science	2.0 Biology	2.0 Chemistry or Physics	
<i>Health &amp; Physical Education (3 credits)</i>				
	1.0 Physical Education	1.0 Physical Education	1.0 Health	
<i>Family and Consumer Science (1 credit)</i>				
	1.0 Career Management			
<i>Fine Arts (2 credits)</i>				
	2.0 Fine Arts Electives			
<i>Electives (21 Credits)</i>				
	21 Elective Courses <i>Any course taken beyond the requirements listed above.</i>			

## State Testing

The Minnesota Comprehensive Assessments (MCA) and the alternate assessment Minnesota Test of Academic Skills (MTAS) are state tests which help districts measure student progress toward achieving the Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS if determined appropriate by the IEP team.

The required MCA tests are:

- Grade 3: Reading, Mathematics
- Grade 4: Reading and Mathematics
- Grade 5: Reading, Mathematics and Science
- Grade 6: Reading and Mathematics
- Grade 7: Reading and Mathematics
- Grade 8: Reading, Mathematics and Science
- Grade 10: Reading and Science
- Grade 11: Mathematics

### Career & College Readiness:

- Grade 10: COMPASS
- Grade 11: ACT with Writing

Testing for students attending the Online Academy will occur at the onsite learning lab for students living in the Princeton area. For students outside the area, mobile testing centers are arranged within a one hour drive for students to take the test(s). Staff will work with families to coordinate these testing dates.

Students enrolled in the ALC or Educational Options will complete tests in their classroom on dates designated on the District testing calendar.

## Personal Learning Plan

As part of the registration process for high school students, counseling staff will review students' transcripts and work with student/parents to set future college and career goals. Every student will develop a Personal Learning Plan (PLP) designed to meet their unique individual needs. Program staff will review the plans periodically with each student to make sure it is relevant to their changing needs as they progress through their program. Parents may review the PLP with school staff during a conference or upon request.

## Course Extensions

Course extension requests must be completed and received by the school 7 calendar days prior to the end of an academic term. Grades will be reported as Incomplete during the extension period. Course extensions will not exceed two (2) weeks.

## Incompletes

A mark of incomplete may be given to students who will need additional time to complete coursework. An incomplete grade means that the student has not completed the work for that grading period. A deadline for handing in the required work will be established by the teacher. If the incomplete work is not completed within two (2) weeks of the duration of the course, the incomplete final grade for the trimester course will automatically be changed to an "F". The two-week deadline may be extended in mitigating circumstances.

## Dropping Courses

Students under the age of 18 wishing to drop a course must have a parent or legal guardian submit a written request to the school counselor within two weeks of enrollment in the course. A course drop is not official until it has been expressly approved by the school counselor. This written request must include the following:

- Student Name
- Parent Name (if the student is 18 or under)
- Reason for request
- The course(s) the student wishes to drop

Once the school counselor has approved the drop of a course(s), parents and students will receive written confirmation that the drop is official. Students must continue to work in all

courses until the drop has been confirmed. Students wishing to withdraw from ALL of their classes must following the procedures set forth in the withdrawal procedures.

## Repeating Courses

If a student does not pass a class with a 60% or higher overall grade, the student will have the option of repeating the course. Students who fail a course are responsible for working with their school counselor to be re-enrolled in the course. Students and families are responsible for ensuring that all graduation requirements have been met through successful course completion. If a student does not meet the expected requirements of an elective course, students can choose to repeat the same elective for a better grade or choose a different course.

## Credit Recovery

High School students who are behind in credits needed for graduation can request participation in the after school and/or summer credit recovery program. The number of allowable credits earned through credit recovery are based on the program the student is enrolled in at the time of the request:

- ALC-4 Credits per year
- Educational Options-Contact Resident District
- Online-Full-time or supplemental-3 Credits per year
- Onward-Does Not Apply

## Concern Conference

Students demonstrating concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## Post-Secondary Enrollment Option (PSEO)

PSEO is a Minnesota state funded program which provides qualifying high school students with the opportunity to earn post-secondary education credits while still completing high school. PSEO is available to juniors and seniors. Each college and/or university that offers PSEO sets their own requirements for enrollment into their program. Common guidelines are as follows:

- Juniors, GPA of 3.0 or higher or class rank 1/3 (66th percentile)
- Seniors, GPA of 2.5 or higher or class rank 1/2 (50th percentile)
- Meet placement testing requirements (often this is the Accuplacer)
- Submit required application materials by deadline

Students are required to notify Princeton Student Services of PSEO enrollments.  
Contact your school counselor for assistance with PSEO registration.

## Commencement

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

Students attending the ALC who are not residents of Princeton will be invited to participate in the graduation ceremony if they have requested a diploma from Princeton Public Schools.

Students attending Educational Options who are not residents of Princeton will need to work with their resident district to access details related to the commencement requirements of their resident district.

Students attending the Online Academy as full time students will be invited to participate in the graduation ceremonies. Supplemental students who are not also enrolled in Princeton High School will need to work with their resident district or home school program to access details related to their commencement requirements.

Students enrolled in the Onward program typically participate in the commencement ceremony at the conclusion of their senior year. A diploma is issued when the student exits the Onward program.

Students enrolled at Princeton High School with supplemental online courses are eligible for consideration as part of Princeton High School class rank.

## Special Education Services for Students

Students with disabilities identified as eligible for special education services will be provided specialized instruction and services appropriate to their needs and the program in which they are enrolled through the implementation of an Individualized Education Program (IEP). Special Education teams work actively together to ensure that students participating in special education receive a free appropriate public education in their least restrictive environment.

The IEP team for an individual student will include:

- 1) the parent (and/or student if over 18)
- 2) the student's teacher
- 3) appropriate special education staff and support personnel
- 4) a school administrator or designee

The IEP team may also include professionals from the community who provide services to the student (e.g. therapists, physicians, county case managers) and/or other school staff.

If you suspect that your child has a disability, please contact Erin Dohrmann, Director of Student Services, to request assistance. Students may be referred to the Student Support Team for an evaluation by parents, teachers, special education staff, outside agency personnel already serving the student, or by the student (adult).

## **Special Education Records**

When a student reaches graduation or age 21, a request to have special education records destroyed can be made. This request can be made by the student (age 18 or older) or by a person assigned as guardian to the student.

To request that special education records be destroyed, please write to:

Erin Dohrmann  
Director of Student Services  
706 First Street  
Princeton, MN 55371

Access to student records will be subject to provisions set forth in Policy #515-*Protection and Privacy of Student Records*. To request access, please write to:

Erin Dohrmann  
Director of Student Services  
706 First Street  
Princeton, MN 55371

## GRADING

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### Progress Report

Students and parents may check student progress by logging into Skyward. Additionally, students using Odysseyware may log into Odysseyware for course progress.

### Grade Calculation Guideline

Teachers will establish the guidelines for determining letter grades. Students will be informed of these guidelines at the beginning of each course. Grades are available on Skyward throughout the trimester. The final grade at the end of each trimester will be recorded on the student's permanent record. Interpretation of grades is listed below:

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

## ATTENDANCE

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The Department of Student Services staff believe regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this procedure is to encourage regular school attendance as defined by the educational program the student is enrolled.

Being considered "in attendance" in any of the educational programs offered through the Department of Students services will be defined by the schedule and course delivery options within each program. Specific information about documenting attendance for each program can be found in the supplemental sections of this handbook.

### Legal Statutes Related to Student Attendance

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and seventeen years of age shall attend a public school or private school for not less than nine months during any school year.

## Definitions

**Absence** – The failure of a student to attend school for any day or part of a day, virtually, via one of the school’s course delivery systems, and/or the failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are required to make up all work and continue toward successful completion of coursework in order to receive credit in accordance with the policy which governs the granting of credits. Students completing coursework through an independent study at the ALC or online students can avoid having absences (whether excused or unexcused) by making adequate weekly progress in their assigned coursework or by working ahead in their coursework. When Online students anticipate future excused absences, they should work ahead in the weeks prior to the future excused absence in order to stay on track. When students encounter an unforeseen absence, they will need to make up that work time within three school days of each absence, following an excused or unexcused absence.

**Excused absence** – An acceptable absence as determined by the school. The burden of proof for a student being excused from school is placed on the parent/guardian of the student. Determination of the excused nature of the absence is left to the administrator’s discretion. Parents are encouraged to report excused absences immediately when their child misses school. Parents are allowed ten school days to make a request for excused legitimate absences.

The following reasons are examples which are recognized by the school as legitimate:

- Parent/doctor verified illness: an absence verified by a parent/guardian or doctor, in writing within three days of the absence. The excuse must specify the health condition and why it prevents attendance.
- Family emergencies: an absence resulting from a serious illness, injury or death of an immediate family member.
- School directed activities: absences for field trips, athletic trips, music trips or other school activities planned by the school.
- Prearranged family vacations: an exceptional circumstance which requires families to take a vacation during the school year. A pre-approved absence must be submitted by email from the legal guardian/parent to the administrator 14 days in advance and be approved by the school prior the absence in order for the absence to be excused. Work should be completed in advance of the absence in preparation for the absence.
- Court appearances: an absence by a student who has been court ordered to appear and the absence has been previously arranged by the parent/guardian with the school. Proof of court order and of actual appearance is required to verify this type of absence.
- Computer problems: an absence by a student whose computer access is not working. This problem must be resolved within 24 hours. A maximum of 1 day can be excused for this reason. This applies to Online Academy and Independent Study students only.
- Exceptional circumstances: any other circumstances where permission may be granted at the discretion of the administrator, which is coordinated by the student with the

administrator, in advance or as the occasion arises. Example would be childbirth, hospitalization, detention center, etc.

**Unexcused absence** - An absence for reasons that are not recognized by the school authorities as legitimate. Unexcused absences are tracked for truancy and enrollment purposes. After any unexcused absence occurs, students are expected to return to successful completion of coursework in order to avoid truancy consequences and/or losing their enrollment.

The following are examples of unacceptable reasons for absence:

- Car trouble
- Overslept; alarm did not work
- Shopping
- Required to perform duties at home (i.e. babysitting, cleaning, or caring for a relative) that interfere with student's ability to complete schoolwork
- Family vacation (not pre-approved); Visiting
- Work
- No email or call from the parent/guardian verifying the absence
- Computer issues of more than one 24 hour period
- Personal (no reason given)
- Truancy, as defined in this document
- Other absences as determined on a case by case basis

**Extended absences** – An absence of more than five consecutive school days. Students who accrue more than five consecutive absences must provide documentation for the absences to be considered excused absences. Students who are unable to provide this documentation are subject to attendance and truancy policies. Students who accrue **ten** consecutive absences will be warned that they are jeopardizing their enrollment. Students who accrue **fifteen** consecutive unexcused absences will be dropped from enrollment, and, thereafter, would need to complete the enrollment application in order to be admitted back into school. No credit is earned in the time the student is not enrolled. A student absent for an extended period of time due to illness is eligible for a leave of absence. Parents should contact the administrator to make these arrangements. If a student has suffered an extended long term illness and required work has not been completed, the student may request an extension seven days prior to the end of the term. The administrator has the authority to grant or to deny the extension based on individual student circumstance.

**Truancy** - Under Minnesota State Law, a child who misses seven or more class periods or seven days without a valid excuse is considered a habitual truant.

According to Minnesota Statute Law, "Every child between seven and 16 years of age must receive instruction. The parent of a child is primarily responsible for assuring that the child acquire knowledge and skills that are essential for effective citizenship."

In Minnesota, the parent or guardian of a child is obligated to compel the child to attend school or face the possibility of criminal prosecution under the Compulsory Attendance

Statute. It is your right to meet with school officials to discuss possible solutions to your child's truancy.

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

If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years of age to attend school. Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop.

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

## Absence Reporting Procedures

If your child will be absent, we ask that you contact us at 763-389-6719 before the start of the school day. If you are unable to call the school, be sure to send a note with your child when they return to school. Your child will be considered unexcused if no contact can be made.

## District Procedures Regarding Truancy

### **3 unexcused absences**

After 3 unexcused absences, a letter will be sent to the parent/guardian to inform them of continuing truancy. A concern conference will be scheduled. Depending on the policies and procedures of a student's county of residence, the student will be referred to the county for early intervention when appropriate for the specific county.

### **7 unexcused absences**

After 7 unexcused absences, a second letter noting habitual truancy will be sent to parent/guardian and a Truancy Petition will be sent to the county attorney. A concern conference will be scheduled. The school cooperates with the county from this point forward and a school official attends court upon request of the county attorney.

### **5 occurrences of tardiness per trimester:**

The School Administrator will schedule a concern conference with the parents/guardians to discuss the importance of timeliness.

### **15 excused or unexcused:**

Due to the excessive number absences in one year, any further absences will require a doctor's note presented within 2 days of the return to school.

### **15 Consecutive Unexcused:**

Enrollment in Minnesota schools requires attendance. By law, students who accrue 15 consecutive unexcused absences are dropped from school enrollment. This policy applies to all students regardless of the age of the student.

### **For students who are 18 years of age and older:**

Truancy does not apply; however, attendance is still monitored in order to comply with the Minnesota Statute concerning enrollment in the school.

- When a student has accrued **five days of consecutive unexcused absences**, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in loss of enrollment. A concern conference will be scheduled.
- When a student has accrued **ten days of consecutive unexcused absences**, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in their loss of enrollment. A concern conference will be scheduled.
- When a student has accrued **15 days of consecutive unexcused absences**, the school drops the students from enrollment and sends notification, via U.S. Mail, to the student and parents/guardians of that fact.
- When a student has accrued **seven cumulative days of unexcused absences**, the student is considered a habitual truant.
- When a student has accrued **ten days of consecutive unexcused absences**, the school sends notification via U.S. Mail to student/parent of student absences along with the warning that continued absence totally 15 consecutive schools days will result in the student's loss of enrollment. In addition, the school will notify the student's county worker of the student's jeopardized enrollment.
- When a student has accrued **15 days of consecutive unexcused absences**, the school is required by Minnesota statute to drop the student from enrollment and sends notification via U.S. Mail to student/parent of that fact. In addition, the school will notify the student's county of the student's change in enrollment status.

## **Leaving School**

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

## **School Withdrawal Policy: Transferring**

Students transferring to another academic institution should contact the enrolling school or district to complete the enrollment process.

- As a courtesy, parent(s) or adult student may contact the counselor to notify Princeton Student Services of the change.

- Only after the Department of Student Services office has received a Notification of Change in Student Enrollment form from the school district that the student will be attending, will the student be completely withdrawn from all courses.
- Students must continue to work in their courses until the withdrawal has been approved.

## Formal Withdrawal

Students age 17 and older planning to formally withdraw from school should contact the counselor to initiate the process.

- 1.) Contact the school counselor
- 2.) Meet to discuss educational options.
- 3.) Complete formal withdrawal form with appropriate signatures and return the form to the school counselor.

## DISTRICT POLICIES

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### Mandated Reporting by School Officials

Minnesota Statute Section 262.556, Subd. 3 requires that “A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement [...]” must report physical abuse, sexual abuse and neglect of children. This law stipulates that if school officials have “[...] have reason to believe a child is being neglected or physically or sexually abused...(they) shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff.”

### Harassment and Violence

(ISD 477 Policy 413)

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

“Assault” is an act done with intent to cause fear in another of immediate bodily harm or death, and/or the intentional infliction of or attempt to inflict bodily harm upon another, and/or the threat to do bodily harm to another person with present ability to carry out the threat.

“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, gender identity, or disability when the conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or otherwise adversely affects an individual's employment or academic opportunities.
- Students who believe they have been subjected to conduct that is harassing or violent should report this conduct to a school official (i.e. school counselor, assistant principal, etc.)
- Princeton district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy 413 can be found in its entirety on the district website at [www.princeton@isd477.org](http://www.princeton@isd477.org).)

## **Bullying Prohibition**

(ISD 477 Policy 514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. State statute defines bullying as: a) intimidating, threatening, abusive, or hurtful conduct that, b) is objectively offensive, and, (c) the conduct involves an imbalance of power and is repeated, or, (d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.

The school recognizes that it cannot monitor the activities of students at all times, nor prevent all incidents of bullying between students, particularly when student are not under direct supervision of school personnel. However, the school district will act to investigate all complaints of bullying and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting. (Policy 514 can be found in its entirety on the district website at [www.princeton@isd477.org](http://www.princeton@isd477.org).)

## **Chemical Use and Abuse Policy**

(ISD 477 Policy 417)

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

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

In the event that a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals the employee will notify an administrator. The administrator will address the suspicion as is warranted, including conducting an investigation that may include a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school officials shall be in accordance with school board policy regarding search and seizure. Any minor may give effective consent for medical, mental and other health services to determine the presence of alcohol or other drugs. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended and proposed for expulsion.

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

## **Drug Free Workplace / School Policy**

### **DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL POLICY (ISD 477 Policy 418)**

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

- "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy, which requires that

students keep all medications in the nurse's office. Inhalers are the exception to this rule and may be in the possession of the student for whom they are prescribed.

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

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

## **Tobacco-Free Environment Policy**

(ISD 477 Policy 419)

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

## **Prohibition of Weapons**

(ISD 477 Policy 501)

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

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

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

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

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

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: confiscation of the weapon; immediate out-of-school suspension; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. Administration Discretion

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

## **Search of Student Lockers, Desks, Personal Possessions**

(ISD 477 Policy 502)

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

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

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

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

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

### **Student Records (Family Educational Rights & Privacy Act)**

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA 34 CAR Part 99), parents of currently enrolled students (or as an eligible student of 18 years of age) have the right to:

- a) Inspect and review their student's educational records;
- b) Request the amendment of their student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- c) Consent to the disclosure of personally identifiable information contained in their student's educational records, except to the extent that the act and its regulations authorize disclosure without consent;
- d) File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the act; In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records.

### **Nondiscrimination Policy**

Princeton Student Services shall not discriminate or deny entrance to any program, or activity on the basis of sex, race, color, handicapping condition, or national origin.

### **Equal Educational Opportunity Policy**

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

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

## Resources for Students and Families

Minnesota Career Information System: <http://mncis.intocareers.org/>

Crisis Connection: <http://www.crisis.org/>

Minnesota Public Libraries MnKnows: <http://www.mnknows.org/>

The MNKnows site also includes: Electronic Library for Minnesota: <http://www.elm4you.org/> Ask MN (a free online service for information or research help from a MN librarian):

<http://www.askmn.org/> eFolioMinnesota: <http://www.efoliominnesota.com/>

## Technology Awareness

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

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

## Access to Internet

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

### UNACCEPTABLE USES

- Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.

- Information or materials that could cause damage or danger of disruption to the educational process;
- Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- Users will not sue the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- Users will not use the school district system to violate copyright laws or usage licensing agreements.
- A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

## Security Information

All the data you provide to us is protected to ensure both the privacy and security of your data. Princeton Public Schools uses state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or access your data. Remember to keep your account information private and secure.

## Criminal Background Checks

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

## Fines

State law requires schools to notify students that "the school will charge appropriate replacement fees for textbooks, workbooks, or library books lost or destroyed by students." If, in the instructor's opinion, no undue wear has occurred, there is no assessment for the use of the textbooks. If there has been undue wear or vandalism, or the text is not returned, students

will be assessed for the damage to, or the replacement of, the item. Book covers are strongly recommended.

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

## **Meal Information**

Princeton Student Services classrooms are part of a closed campus. Students are not allowed to leave campus at any time without permission from the office via their classroom teacher. The only circumstances under which a student may leave for lunch is if the parent/guardian picks up their student at school, takes them to lunch, and returns them to school within the time allowed. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline procedures. Students are not allowed to have lunch delivered to the school by restaurants or other food establishments.

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, and milk. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Deposits must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more.

### **Lunch Account Policy**

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. All account balances must be positive by May 15th in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. The minimum on-line payment is \$25.00. If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

### **Free or Reduced Lunches**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. Forms must be filled out each year. Forms are mailed home and handed out on Open House

night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced no does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

### **Breakfast Program**

School breakfast is offered every school day. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast. Breakfast is available for students attending the ALC and Educational Options. Breakfast will be delivered to the educational site.

### **Student Lunch Menus**

Students attending the ALC, Educational Options, and the Onward Program will have access to Cold Lunch options. A menu with lunch choices will be made available through the classroom teacher. Lunches will be ordered the day prior for students in attendance. Lunches will be delivered to the educational site.

### **Student Cold Lunches**

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

## **Contacting a Student During the School Day**

If you need to leave a message for a student during the school day please call 763-389-6719. Messages will be relayed to the student via their classroom teacher. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time.

## **Visitors**

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

Accurate Home Care is a private facility. Clearance to see a student attending Accurate Home Care must be made by contacting the supervisor on site.

## Fire Drills

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

1. Leave your area immediately according to the directions posted in the area.
2. Once out of the building, remain 100 feet from the building until the “all clear” signal is given and stay with your class.

Students attending Educational Options will practice fire drills under the direction of the Accurate Home Care Staff.

## Tornado Warning and Drills

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

1. An announcement will be made over the intercom.
2. Teacher and students should remain calm and take the prescribed route to their assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in tuck position.
3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The “all clear” will be announced over the Public Address system.

Students attending Educational Options will practice tornado drills under the direction of the Accurate Home Care Staff.

## Lock Down Drills

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

Students attending Educational Options will practice lockdown drills under the direction of the Accurate Home Care Staff.

## Student Parking

Students attending the ALC are permitted to park directly next to the ALC as a matter of privilege, not a right, per ISD 477 Policy 527. The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school

must follow the following expectations:

1. All students attending the ALC are required to park in the lot directly adjacent to the ALC.
2. Parking permits will be required at a fee of \$45 per year.
3. A replacement fee of \$3.00 will be charged if students lose their permit.
4. The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their permit revoked for a specified time.
5. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
6. Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.
  - 1st violation: 10 school days
  - 2nd violation: Remainder of school year
7. Parking in the wrong lot or without the proper permit will result in a ticket (\$10.00). Parking tags must be displayed at all times.
8. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of PHS parking lots and routinely inspect the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. Reference specific rules listed on the parking registration form for further information. (For more information, see Policy 527 at [www.princeton@isd477.org](mailto:www.princeton@isd477.org))

## Health Services

The District School Nurse and Health Services Assistant welcome any communication or question related to student health. Parents/guardians who have a student attending the ALC or Onward Program with health concerns should make the District Nurse and Health Service Assistant aware of the concern, provide the school with doctor recommendations/medications that must be taken at school, work with the District School Nurse to develop an Individual Health Plan for their child, and sign a Data Release Form that allows communication between care providers and the District School Nurse, and keep emergency numbers current. Health information should also be shared with the bus company by the parent to ensure the safety of students while riding the bus.

District School Nurse 763-389-6195

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

### **Use of Health Services**

A student attending the ALC or Onward Program may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty.

Students attending Educational Options will be provided support by the Accurate Home Care staff. Parents should communicate directly with Accurate Home Care regarding medication management or health concerns.

### **Emergency Sheet**

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

### **Medications**

Some students attending the ALC or Onward Program may require prescribed or over-the-counter medication during the school day. Medications must only be given by a Licensed School Nurse or designated school staff (who have been trained/approved by the Licensed School Nurse). Students are not allowed to carry their own medication during school hours except in special medical circumstances. In such cases, parent/guardian and Health Care Provider signatures are required. Parents/guardians of students requesting medications to be administered by Health Service Assistant during school hours are required to provide:

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).
3. The medication must be supplied in the original labeled bottle in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.

5. Any medication not picked-up at the end of the school year will be disposed of. To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please call the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

Medication administration for students enrolled in Educational Options will be managed by staff employed by Accurate Home Care.

### **Child with a Health Concern**

If your child attends the ALC or Onward Program, please make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year. Work with the District School Nurse to develop an Individual Health Plan for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a Data Release Form, Individual Health Plan, and/or Action Plan for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: [princeton@isd477.org](mailto:princeton@isd477.org). click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. If the school health staff are aware that your child has a medical concern, each year two attempts will be made to obtain current health information and/or medication. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

Any health concerns for students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

### **Allergy Aware School**

Parent/guardian of students attending the ALC or Onward program who have allergies are responsible to submit an Allergy Action Plan with the Health Care Provider and parent/guardian signature, Medication Administration Form with the health care provider and parent/guardian signature, and all necessary medications to the health office. The school health staff will review the information, and share health information/plans with appropriate school personnel as needed. Parent/guardian is responsible to submit health information and emergency medications to the bus company if needed.

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts).

Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons will be used during the school day and for school events in all buildings. These items are a significant concern because they allow latex particles to be dispersed into the air. Mylar, vinyl and other non-latex products are safe alternatives. Latex-free gloves and bandages are used in the school Health Offices.

Scents - many people have allergies to scents. Avoid using any products with strong scents: this includes perfumes, colognes, heavily scented deodorants and Essential Oils. No perfumes or scented spray type products are allowed in the school buildings.

Any concerns related to allergies of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

### **Immunizations**

The State of Minnesota mandates that all students show evidence of required immunizations in order to attend public school unless they have a legal or medical exemption. Make sure your child's immunizations are current. Call the Health Office or School District Nurse with any questions or concerns. Immunization information and forms can be found on the Health Services website: [www.princeton@isd477.org](mailto:www.princeton@isd477.org), click on Departments, Health Services, Immunization information and resources or on the Minnesota Department of Health website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

### **Screenings**

Vision, hearing and scoliosis screenings are done at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision, hearing or possible scoliosis, please notify the District School Nurse.

### **Bus Expectations**

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Consequences for not following the rules range from a warning to having transportation privileges taken away. Students are required to attend school if there is a bus suspension or loss of service.

Consequences: (Bus Driver has the authority to assign seats at any time)

- |          |   |
|----------|---|
| Class I  | <b>1st Offense:</b> Warning or 1-5 day bus suspension   |
|          | <b>2nd Offense:</b> 1 – 10 day bus suspension   |
|          | <b>3rd Offense:</b> 5-10 day suspension, possible loss of bus service, parent/principal meeting |
|          | <b>4th Offense:</b> Loss of bus service   |
| Class II | <b>1st Offense:</b> 5 day bus suspension  |

**2nd Offense:** 10 day bus suspension

**3rd Offense:** 10 day bus suspension, possible loss of bus service, parent/principal meeting

**4th Offense:** Loss of bus service

### **Class I Offenses**

- Spitting
- Excessive noise
- Horseplay/mischief, distracting behavior
- Eating/drinking/littering on bus
- Leaving seat/standing while in motion
- Profanity, verbal abuse, obscene gestures
- Possession/use of nuisance items
- Refusing to honestly identify self to bus authority
- Riding unassigned bus/using wrong bus stop
- Non-compliant to driver/monitor/bus patrol
- Opening window past safety line
- Riding or attempting to ride any bus during bus suspension

### **Class II Offenses**

- Arms, legs, head out of window
- Throwing, shooting of any object
- Bullying/physical aggression
- Profanity/threats toward driver or monitor
- Possession/use tobacco, drugs, alcohol
- 'Danger Zone' infringements
- Lighting matches, lighters, flammable items
- Tampering with or using emergency exits without authorization
- Possession or threat of weapons/ explosives or flammables
- Possession/use of laser pointer
- Any offense committed on any bus outside of regular transportation to and from school.

## **Student Responsibilities**

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### **Academic Honesty**

Students accessing educational programs through the Department of Student Services are expected know the definition of plagiarism and academic dishonesty. Students are expected to achieve success with integrity. Academic dishonesty is a serious violation of academic standards and is not acceptable.

### **Definition of Plagiarism:**

- Plagiarism is to commit academic theft and to steal another's ideas or words and pass them off as one's own ideas or words.
- When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source.
- Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit.
- Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- One website that is very helpful to use for help is [www.owlatpurdue.com](http://www.owlatpurdue.com)  
This website has everything you need for both MLA and APA formats.

**Academic dishonesty includes:**

- Cheating on assignments or exams.
- Plagiarism (See above definition).
- Submitting the same paper in more than one course without instructor's consent.
- Vandalizing another student's work, and using without attribution, a computer concept or program.

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

**First Offense:** No credit given for the assignment/test/activity/project on which the academic dishonesty occurred. Parent/Guardian will also be notified.

**Second Offense:** No credit given for the assignment/ test/ activity/ project on which academic dishonesty occurred. Students overall course grade will be lowered by one grade level. Parent/Guardian will be notified.

**Third Offense:** Grade of "F" will be applied for the trimester in the class in which the incident of academic dishonesty occurred. Students may appeal such action to the Princeton Online Administrator within three days of the notice of removal.

All written and proven reports of academic dishonesty shall become part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative (meaning they will be kept track of and tallied). Academic dishonesty reports will be across and including all classes, all trimesters, and all years of enrollment. Parents will be informed of each incident by the teacher and consequences will be assigned by the student's assistant principal.

## Student Expectations

The Department of Student Services encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning

can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Each teacher has the authority to establish classroom rules, expectations and procedures that promote a safe, orderly and respectful classroom environment and that are consistent with building and district policies and Code of Conduct. Students are expected to comply with these rules and expectations. ISD 477 Policy 506, Student Discipline.

## **Responses to Student Conduct**

Students attending programs offered by the Department of Student Services are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable on site, online, or at Princeton School District events.

The administration of the Department of Student Services recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Students who repeatedly violate the code of conduct may be referred to an alternative setting.

### **Harassment**

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

### **Insubordination**

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

### **Expected Behaviors at School Sponsored Events**

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

### **Harmful or Nuisance Articles**

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

### **Personal Appearance**

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

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

### **Off Campus/Off Limits**

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

Students attending the ALC found in the high school without a pass will be subject to discipline policies.

Students attending the Online Academy learning lab or the Onward Program found in the Family Center or District Office without a pass will be subject to discipline policies.

### **Terroristic Threats**

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

### **Bomb Threat**

Princeton Public Schools holds the safety and welfare of students and staff as its highest priority. All threats to the safety of Princeton School students and staff will be taken seriously and result in immediate action to maximize student and staff safety, and at the same time minimize disruption of the educational program. (Reference policy 501 for more specific information.)

### **Vandalism**

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

### **Reasonable Force**

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

## Supplemental Section: Area Learning Center

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### Program Overview

Students attending the Princeton Area Learning Center (ALC) are offered multiple program options. Students are able to earn credit through a seat-based schedule, independent study, work-based learning experiences, project-based learning including volunteer opportunities and personal development, or a hybrid of all options.

Students from any Minnesota school district can attend the Princeton Area Learning Center once a referral is completed and submitted by your high school guidance counselor.

According to the State of Minnesota Department of Education, eligible students meet any of the following criteria:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;*
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;*
- (3) is pregnant or is a parent;*
- (4) has been assessed as chemically dependent;*
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;*
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;*
- (7) is a victim of physical or sexual abuse;*
- (8) has experienced mental health problems;*
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;*
- (10) speaks English as a second language or has limited English proficiency;*
- (11) has withdrawn from school or has been chronically truant; or*
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated.*

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at

the ALC is appropriate and determine what necessary changes would be need to be made to ensure a an appropriate educational program is provided in that setting.

## **Individual Student Program Design**

Once a student has been enrolled into the ALC, a transcript review will be completed. Students, their parents/guardians, and school staff will meet to create a Continual Learning Plan (CLP). The CLP will identify student strengths and needs. It will also establish goals for the student and how those goals will be monitored. A course of study will be created based on the goals established by the CLP. The team will determine the best program options for the student.

## **Program Options**

### Seat Based Option

A seat-based program is one in which students are scheduled to be at the ALC for a specified time period on a daily basis. All students under the age of 16 must be enrolled in a seat-based program.

### Seat-Time Schedule

Drop off and Breakfast 7:45-8:00

Period 1: 8:00-9:00-Elective

Period 2: 9:00-10:00-Science

Period 3: 10:00-11:00-Math

Period 4: 11:00-12:00-Personal Development

Lunch: 12:00-12:30

Period 5: 12:30-1:30-Social Studies

Period 6: 1:30-2:30-ELA

Closure: 2:30-2:45

Dismissal: 2:45

### Independent Study Option

Independent study is an instructional delivery method whereby the majority of the coursework is completed on an individualized, independent basis that has consistent and ongoing teacher contact. Students meet with a teacher at least weekly, are assigned course work, and, upon successful completion of the course work, are granted credit and attendance. Students may work within the ALC classroom during the week or elect to work off campus. Flexibility with attendance is one advantage of this program option.

### Work-Based Learning Option

Work-based learning is a means by which students in grades 10 through 12 can earn credit in a work setting. It is a two-part program in that a related seminar must be taken concurrently in either a seat-based setting or independent study. Typically the credits earned are electives.

Once the student has earned the necessary elective credits, no further credits should be generated for additional electives.

### Project-Based Learning Option

Project-Based Learning is an individualized, self-paced instructional method that allows students to design and propose a series of activities that, upon teacher approval and completion, results in credit. Teachers retain authority to modify the project proposal, assess completed work and award credit. This may include a variety of program options including volunteer activities and personal development activities.

## **Attendance**

Students attending seat-based courses are expected to arrive to class on time and attend school daily. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook.

Students earning credit through an independent study course will be required to complete specific course requirements each week in order to be awarded credit for attendance. In addition to completing required tasks, students must meet with his/her teacher a minimum of one hour each week for every course taken as an independent study. This time will be used to review completed tasks, give feedback on tasks completed, address questions about the course content, and discuss expectations for the next series of tasks to be assigned. It will be expected that students will meet with the teacher on campus unless arrangements have been made for the meeting to occur through other means.

Students earning credit through Work-Based Learning must demonstrate attendance at work a minimum of fifteen hours each week. This will be documented through providing a copy of a time card or pay stub.

Attendance will be generated based on the percentage of work completed each week given the educational option selected. If students have documented absences occurring within two consecutive weeks, a concern conference will be held to discuss the absences and determine the appropriate interventions needed to improve attendance.

Students will log in and out of each class every day to record their attendance. If students choose to leave campus without permission, the absence for that period will be recorded as unexcused. Permission to return to campus the same day will require a re-entry meeting with the program administrator.

## **Course Credits**

The school year is divided into three trimesters. Students are able to earn up to six credits per trimester. Each trimester will be divided into three terms of 18-20 days. Credit for required attendance and work completed will be generated each term (.33 credits).

Additional instruction is also available to students during June, July, and August and through courses offered after school hours. Students carrying a full load during the school day are able to earn an additional four credits each year through after school hours and summer coursework.

Students attending the ALC may elect to earn a diploma from Princeton Public Schools or their resident district. Credit and graduation requirements will be based on the requirements of the district where the diploma will be generated.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. At the end of each trimester, the accumulated grades from each term within the trimester will be compiled to award a trimester grade. If a student is dropped from enrollment or withdraws before the end of a term, a grade will not be awarded for that term.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations of the ALC will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Student Parking**

Area Learning Center students are permitted to park in the student lot directly adjacent to the ALC portable unless specifically directed otherwise. Students must secure a parking permit before parking in a student lot.

## Illness

Students who become ill during the school day must report to the Health Office. The Health Service Assistant will determine whether or not the student is able to continue with the school day. It is not acceptable for students to leave school because of illness without reporting to the Health Office.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that is (or may be) contagious.

Before returning to school:

- Student must be fever free for 24 hours without using fever reducing medication;
- Vomiting or diarrhea free for 24 hours;
- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

## Injuries

The Health Service Assistant will determine whether or not a student attending the ALC is able to continue with the school day, and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. Please update all changes in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

## Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure

these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.

Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Cell phones and iPods employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

## Supplemental Section-Educational Options

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### Program Overview

Students are able to access academic instruction as part of the therapeutic program at Accurate Home Care through Educational Options. Accurate Home Care is a private therapeutic program. Students gain access to this program through private insurance, private pay, medical insurance, or a court order.

Students who are residents of Princeton Public Schools attending Accurate Home Care for therapeutic services may continue to receive their educational service in their current school building, attend the Area Learning Center if grade 9 or older, or seeking enrollment at Educational Options through their school counselor.

Students from any Minnesota school district can attend Educational Options once consent is provided by their resident school district. Transportation to Accurate Home Care is provided by the resident district, private transportation, or the student's family.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at Educational Options is appropriate and determine what necessary changes would be need to be made to ensure an appropriate program is provided in that setting.

### Individual Student Program Design

The Educational Options classrooms are part of the Accurate Home Care program. Accurate Home Care staff are present in the educational classrooms to support students as they continue to work on their therapeutic goals. Accurate staff are invited to participate in team meetings. Recommendations for discharge from Educational Options are made by the student's parents and Accurate staff. The Educational Options staff provide recommendations and current educational progress information as part of the discharge summary. A release of information will be signed by the parent or guardian to allow communication between the Educational Options staff and the Accurate Home Care staff.

Students receive three hours of educational instruction each day. Core instruction in English Language Arts, math, social studies, and science are offered. Course content is based on the

MN Academic Standards. Social skills and organizational skills are also reinforced through daily instruction.

## **Student Schedule**

Drop off and Breakfast 7:45-8:00

8:00-11:00

    K-6 Education

    7-12 Therapy

Lunch: 11:00-11:30

11:30-2:30

    K-6 Therapy

    7-12 Education

Dismissal: 2:30

## **Attendance**

Attendance is reported daily for participation in educational services. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook. Students are not marked absent or tardy if they are working with Accurate staff.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. The number of hours of work completed in each course will also be reported. When students transition back to their resident district, parents and school staff will need to determine the credits earned based on the graduation requirements of the resident district.

High school students are encouraged to work with resident district staff to review their graduation plan and make any necessary revisions based on their time spent at Accuate Home Care. Students may elect to talk with their resident district about possible credit for time spent in therapy. Students may also want to consider enrolling in credit recovery programs available in their resident district.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Illness / Injury**

Any concerns related to illness or injury of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

## **Electronic Devices**

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Students attending Educational Options will be required to follow all guidelines related to electronic devices directed by Accurate Home Care.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.

Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Cell phones and iPods employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

## Supplemental Section: Online Academy

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### Program Overview

Princeton Online Academy is an online program that offers students curriculum via the internet for students in grades 3-12. We provide a comprehensive selection of core courses and electives.

Each course is taught by a certified online teacher who interacts personally with students via a variety of online course tools. Interactions include a course website, discussion forums, email, online chat tools, links to other web-based resource or activities, by phone and in person support via the learning lab.

Online courses can be accessed at any time during the day or night. The courses also allow some flexibility with self-pacing, so you can complete requirement as quickly as you would like within assignment time periods. Additionally, teachers may direct you to participate in group work with other students during specific weeks of the trimester.

Students can access instruction through a full-time program or a supplemental program. Supplemental students may be enrolled in home school, private school, or public school. Students who are attending Princeton High School seeking a supplemental program should consult with their school counselor about enrollment. A supplemental student may enroll with an online learning provider for up to 50% of a trimester's courses (2 courses per trimester).

Students from any Minnesota school district can attend Princeton Online Academy through a full-time or supplemental program. Students attending a public school outside of Princeton should work with their school counselor to access supplemental courses.

All classes are accessible online via Google Classroom and Odysseyware. After being enrolled, students will receive a welcome email containing their username and password which are required to access the online courses. During this communication, the student will receive student account login and credentials and the Princeton Student Services Handbook.

### Individual Student Program Design

A course of study will be designed for each student based on their grade and enrollment status. Beginning in grade nine, a personal learning plan will be developed for each student which considers future career goals as part of the plan development.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered

through the Online Academy is appropriate and determine what necessary changes would be need to be made to the IEP to ensure an appropriate program is provided.

Support from Online Academy staff is available in person or online during learning lab hours.

## **Attendance**

A school week for the Online Academy is seven days long (Monday-Sunday). Assigned work can be completed any hour of any day within the seven day period including weekends. However, the work must be turned in within the grading period in order to be counted in that grading period for attendance purposes. The grading period ends at 11:59 pm on Sunday.

Attendance in Online Academy is based on the activities/assignments completed each week. Course instructors will review the completed tasks each week and determine student attendance based on those submissions. Any unfinished tasks will be counted as an absence unless excused absences were reported to the Online Academy. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook.

Students are expected to complete the assignments each week in order to avoid unexcused absences. Students who wait until the end trimester to complete work may be reported to their county of residence as a habitual truant if absences were not reported as excused during the trimester.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed.

For supplemental students, final grades are submitted to the local school district counselor within 10 days of the end of the trimester.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Technology Awareness**

Along with global access comes availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials.

Ultimately, staff and students are responsible for compliance with the established standards when using media and informational resources.

## Technical Requirements

The Online Academy online classroom provides a rich, interactive experience for students. Students need access to the Internet. Students and families will be able to access wireless Internet on a public network any time of day when they are inside or within close proximity of the indoor wireless network range outside of all Princeton Public School District buildings. Students will be provided a Google Apps for Education account for collaborating, creating and communicating. Google Apps for Education will provide students access to word processing, spreadsheet, presentation and other student-creation tools. Email, video and other online communication will focus on built-in communication tools within Google Apps for Education. Students choosing to participate in the online program will have access to a drop-in learning lab with internet ready computers. The learning lab will be staffed as needed to assist students with course work.

Minimum software requirements for participation in the online program entail access to the internet and an Internet-capable device (tablet, laptop, desktop, etc.) with the most-updated version of a current web-browser (ex. Chrome, Firefox). A headset with microphone and webcam are encouraged, though not necessary.

Students enrolled in the Online Academy will be offered an electronic device during their participation in the online course. The device is provided and supported by the school district, though basic software updates and maintenance will be the responsibility of the user. Per 290.0674, State Education Credit, an individual is allowed a tax credit up to a certain percentage of the cost of a device that can be used for Princeton Online Academy as a qualified education-related expense. <https://www.revisor.mn.gov/statutes/?id=290.0674>

Before a device will be issued to the student, a Device Use Agreement form must be reviewed and signed by the student and parent. Parents/Guardians must designate on this form how a costs associated with damage, loss, or theft of the device will be managed.

## Device Use Agreement

### Expectations for use

Digital learning and instruction is the focus at Princeton Online Academy. To ensure student success and accessibility to coursework, Princeton Online Academy allows students access to digital learning devices (Chromebooks). Use of the school's Chromebooks are not required if student has access to personal devices.

### Ownership

The digital learning device, power supply, and supporting equipment are the property of Princeton Online Academy. Internet and online services provided at the on-site learning lab are

filtered by the school network administration. *Devices are not filtered at home or connections outside of ISD 477.* Parents should be active participants in their children's internet access outside of school.

### **Timeline**

Students will have 24/7 access to digital learning devices while actively enrolled in Princeton Online Academy. Chromebooks will be distributed only after student/family signs the Princeton Online Academy Device Use Agreement. Distribution timeline is as follows:

- Full time students can obtain Chromebooks at Open House
- Supplementary students can obtain Chromebooks on the first day of class (if assigned to Room 237 during Online class work time)
- Alternatively, Chromebooks can be picked up at the Student Services office at the High School.
- If a student lives outside the boundaries of the Princeton School District and is unable to attend Open House, Chromebooks can be shipped upon approval of director of Student Services.

Returning of Chromebooks:

- Chromebooks are due back to the Online Academy by last day of the school year -OR- upon date of withdrawal from the Online Academy
  - Student/Parent will return the Chromebook to the Student Services Office.
  - If Chromebook was shipped to student, Student Services Secretary will mail/email shipping label with return instructions within 1 week of end of term/withdrawal.

### **Repair and Replacement**

Report problems with your device to your teacher immediately. Maintenance and repair will be done by district technicians or sent out for repair by a third party as necessary.

### **Damage/Loss of Chromebook:**

- Upon return, If damage is discovered (ie. cracked screen) the family will be invoiced according to fee schedule explained in Online Academy Device Use Agreement
- If Chromebook is not returned by required date:
  - Family will be sent a reminder letter that Chromebook needs to be returned.
  - If Chromebook is still not returned after 30 days, family will be sent an invoice for full replacement of Chromebook.

### **Invoicing & Collections**

If after 30 days Student Services has not received payment on invoiced loss/damage a 2nd invoice will be mailed. If an additional 30 day period passes without payment, Princeton Online Academy will transfer payment to Collections Agency.

### **Service/Repair & Protection**

Report problems with your device to your teacher immediately. Maintenance and repairs will be done by district technicians or sent out for repair by a third party as necessary.

In an effort to protect families from unknown expenses that may occur from accidental damage while a digital learning device is in the care of your child, the district offers device protection and we encourage all families to use it.

### **Fee Schedule**

If protection plan is declined, family agrees to pay the full amount for repairs or replacement due to damage, theft, and all other losses. Fee schedule is as follows:

- Screen Replacement: \$90.00
- Chromebook (full replacement): \$275.00
- Chargers / cords: At cost

### **Student Parking**

Students accessing the Online Academy Learning lab are permitted to park in the public lot adjacent to the District Center.

### **Netiquette**

Netiquette is etiquette, or appropriate behavior and manners on the internet. When using the Internet, there are widely accepted rules and behaviors to follow. At times being online can feel “pretend” because you cannot see the person you are communicating with. It is important to make a positive impression, and to maintain that behavior as an online student. How you interact and behave online is seen by both instructors and students. Students must remember they are dealing with “real” people online and they should use the same manners they would use in a traditional school setting. It also important to note that once students log in to their school accounts, all communication via chat and email are recorded.

Below are some general netiquette guidelines to follow:

**Remember the person on the other end of the computer.** Students are responsible for good behavior while logged into the online learning platform, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Do not threaten or disrespect an instructor or administrator. These actions not only violate the policy, but may violate penal laws in the United States. (f.s. 847.001 Obscene Literature; Profanity).

**Think before you send or submit.** It is illegal to create harmful computer viruses. This violates the privacy of others. Never transmit or publish any information or content that you think will be harmful. This violates school policy and also violates penal laws in the United States. (f.s. 815 Computer-Related Crimes). Never publish any information, software, or content that violates the rights of others.

**Be respectful.** Never view files that were not intended for your use. Post discussion board threads that are a reflection of your understanding of the topic at hand in a respectful and intellectual manner. Write in complete sentences with proper grammar. Remember that writing in all CAPS reflects a yelling tone and is both disrespectful and inappropriate in online communication. Instead, use italics when you are making a particularly important point.

**The internet is not private.** While Princeton Online Academy works to ensure data privacy, email must not always be considered private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. The information that you put on the internet, whether in school or outside of school (e.g. social networking), exists forever.

**Many websites and pages are copyrighted.** Do not violate the terms and conditions of any web site you access. Always cite the works of others that you use in discussions, conversations, and the course work you submit.

**Do not give out personal information** to non-Princeton Online Academy staff. For example, you should not share the following outside of school: Your full name, home phone number, home address, email address, etc.

## Supplemental Section-Onward

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### Program Overview

The Princeton Onward Program is an instructional option available to students who are receiving special education services, have completed their high school coursework, and will continue to access educational services focusing on work skills and independent living skills. In order to access the Onward Program, the student's Individualized Education Program (IEP) must determine this educational placement is necessary.

### Individual Student Program Design

An IEP will be designed for each student which considers future career and independent living goals and student needs. Activities and experiences offered to the student during the school day will be based on the IEP developed by the team. The IEP will be updated at least annually. The IEP team will also determine an expected date of graduation which will be unique to the needs of the student. If determined necessary by the team, students will be eligible to remain in the Onward program through the age of 21. If a student has a summer birthday falling on or after July 1, the student will be eligible for educational services for the next school year ceasing on the last day of school.

### Schedule

Students will begin their day at 8:00 and be dismissed at 3:00 each school day. Students will not follow a traditional bell schedule while attending the Onward program. A flexible schedule will be designed to accommodate classroom instruction, community outings, and work experiences.

### Attendance

Attendance will be recorded for students participating in the Onward program. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found on page 17 of this handbook. Truancy will not be reported for students ages 17 or over. Even though truancy will not be reported to the county of residence for students ages 17 or over, a concern conference will be called if absenteeism is impacting student achievement of goals and skills.

### Course Credits

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed.

## Grading

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## Concern Conference

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18 or where conservatorship or guardianship has been awarded to a parent or another party. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement.

## Illness

Students who become ill during the school day must report to the Health Office. The Health Service Assistant will determine whether or not the student is able to continue with the school day. It is not acceptable for students to leave school because of illness without reporting to the Health Office.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

1. Fever of 100 degrees or more.
2. Vomiting.
3. Diarrhea.
4. Red eyes/eyelids with pus type drainage.
5. Rash that is (or may be) contagious.

Before returning to school:

- Student must be fever free for 24 hours without using fever reducing medication;
- Vomiting or diarrhea free for 24 hours;

- If the student has a rash of unknown origin (it may be contagious), they must have a note from the Health Care Provider stating when they may return to school;
- For any activity restrictions (in school or Physical Education Class) or other special accommodations (water bottle, snacks, etc.) a note from the Health Care Provider is required.

## Injuries

The Health Service Assistant will determine whether or not a student attending Onward program is able to continue with the school day, and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. Please update all changes in home, work, and cell phone numbers as they may occur so contacts can be made as necessary.

## Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Students attending Educational Options will be required to follow all guidelines related to electronic devices directed by Accurate Home Care.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.

Students are prohibited from using cell phones during class time but may use them between class periods and at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Cell phones and iPods employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device with sim card and battery intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

September 1, 2016

Independent School District 477  
706 Northland Drive  
Princeton, MN 55371

Re: Public Hearing Notice on Assessments  
Northland Drive Improvements  
PID #90-004-1205 / 90-404-0010

Dear Property Owner:

Enclosed is a Notice of Hearing on Proposed Assessments for the Northland Drive Improvements. The amount proposed to be assessed to your property is \$51,507.61. The terms of payment are detailed in the notice.

The Notice of Hearing on Assessments includes instruction for providing written or oral objections and information about your rights as a property owner to appeal an assessment.

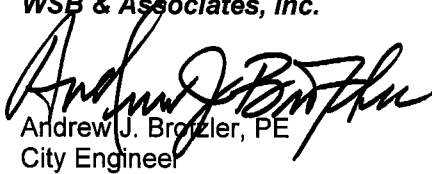
Information about proposed payments and interest is in the enclosed notice. The proposed term for payments on your property tax bill is ten years at an interest rate of 6.5% on the unpaid balance.

Following the adoption of the assessment roll at the public hearing, the amount above will be collectable according to the Hearing notice. This will be your only notice, no separate invoice will be sent.

If you have any questions regarding the assessments or payment process, please call Steve Jackson, the City's Finance Director at (763) 389-2040.

Sincerely,

**WSB & Associates, Inc.**

  
Andrew J. Brodzler, PE  
City Engineer

Enclosure

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# **PUBLIC HEARING NOTICE REGARDING PROPOSED ASSESSMENTS**

## **NORTHLAND DRIVE IMPROVEMENTS**

Princeton, Minnesota September 1, 2016

### **TO WHOM IT MAY CONCERN:**

Notice is hereby given that the Council will meet at 7:00 p.m. on Thursday, September 22, 2016 in the Council Chambers of the City Hall, 705 2<sup>nd</sup> Street North, Princeton, Minnesota, to consider, and possibly adopt, the proposed assessment against abutting properties for the Northland Drive Improvements project. The improvements will be generally located within the Northland Drive, west of Rum River Drive South, roadways. The nature of the improvements shall include roadway resurfacing/drainage improvements, sanitary sewer service, water service, and appurtenant work. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land is identified on the Assessment Roll dated August 18, 2016. Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2017, and will bear interest at the rate of 6.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Princeton, 705 2<sup>nd</sup> Street North, Princeton, MN 55371. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City of Princeton the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 6.5 percent per year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed assessment is \$137,452.12. Written or oral objections will be considered at the meeting. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the Municipal Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Under Minn. Stat. §§ 435.193 to 435.195 the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for

September 1, 2016

Independent School District 477  
805 8<sup>th</sup> Avenue South  
Princeton, MN 55371

Re: Public Hearing Notice on Assessments  
8<sup>th</sup> Avenue South Drainage Improvements  
PID #24-033-0010

Dear Property Owner:

Enclosed is a Notice of Hearing on Proposed Assessments for the 8<sup>th</sup> Avenue South Drainage Improvements. The amount proposed to be assessed to your property is \$15,971.24. The terms of payment are detailed in the notice.

The Notice of Hearing on Assessments includes instruction for providing written or oral objections and information about your rights as a property owner to appeal an assessment.

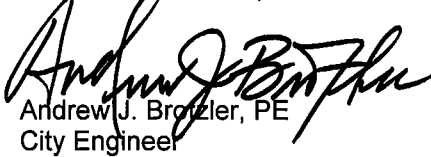
Information about proposed payments and interest is in the enclosed notice. The proposed term for payments on your property tax bill is ten years at an interest rate of 6.5% on the unpaid balance.

Following the adoption of the assessment roll at the public hearing, the amount above will be collectable according to the Hearing notice. This will be your only notice, no separate invoice will be sent.

If you have any questions regarding the assessments or payment process, please call Steve Jackson, the City's Finance Director at (763) 389-2040.

Sincerely,

**WSB & Associates, Inc.**

  
Andrew J. Brozler, PE  
City Engineer

Enclosure

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# **PUBLIC HEARING NOTICE REGARDING PROPOSED ASSESSMENTS**

## **8<sup>TH</sup> AVENUE SOUTH DRAINAGE IMPROVEMENTS**

Princeton, Minnesota September 1, 2016

### **TO WHOM IT MAY CONCERN:**

Notice is hereby given that the Council will meet at 7:00 p.m. on Thursday, September 22, 2016 in the Council Chambers of the City Hall, 705 2<sup>nd</sup> Street North, Princeton, Minnesota, to consider, and possibly adopt, the proposed assessment against abutting properties for the 8<sup>th</sup> Avenue South Drainage Improvements project. The improvements will be generally located within the previously listed roadways. The nature of the improvements shall include roadway resurfacing/drainage improvements, sanitary sewer service, water service, and appurtenant work. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land is identified on the Assessment Roll dated August 18, 2016. Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2017, and will bear interest at the rate of 6.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Princeton, 705 2<sup>nd</sup> Street North, Princeton, MN 55371. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City of Princeton the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 6.5 percent per year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed assessment is \$31,936.00. Written or oral objections will be considered at the meeting. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the Municipal Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Under Minn. Stat. §§ 435.193 to 435.195 the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

September 1, 2016

Independent School District 477  
706 1<sup>st</sup> Street  
Princeton, MN 55371

Re: Public Hearing Notice on Assessments  
8<sup>th</sup> Avenue South Drainage Improvements  
PID #24-033-0870

Dear Property Owner:

Enclosed is a Notice of Hearing on Proposed Assessments for the 8<sup>th</sup> Avenue South Drainage Improvements. The amount proposed to be assessed to your property is \$3,090.94. The terms of payment are detailed in the notice.

The Notice of Hearing on Assessments includes instruction for providing written or oral objections and information about your rights as a property owner to appeal an assessment.

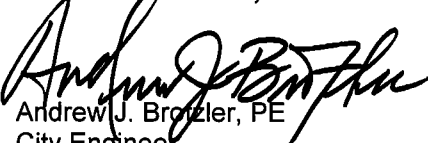
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Sincerely,

**WSB & Associates, Inc.**

  
Andrew J. Brotzler, PE  
City Engineer

Enclosure

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# **PUBLIC HEARING NOTICE REGARDING PROPOSED ASSESSMENTS**

## **8<sup>TH</sup> AVENUE SOUTH DRAINAGE IMPROVEMENTS**

Princeton, Minnesota September 1, 2016

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Under Minn. Stat. §§ 435.193 to 435.195 the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due.

## PRINCETON PUBLIC SCHOOLS

### LEGAL STATUS OF THE SCHOOL DISTRICT

#### I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

#### II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

#### III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

#### IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
  - 2. The school district has wide discretion over the expenditure of funds under its

control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B. (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (rights, powers, duties of political subdivisions)  
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)  
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)  
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)  
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)  
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA Model Policy 201 (Legal Status of School Board)  
MSBA Model Policy 603 (Curriculum Development)  
MSBA Model Policy 604 (Instructional Curriculum)  
MSBA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA Model Policy 705 (Investments)

MSBA Model Policy 706 (Acceptance of Gifts)  
MSBA Model Policy 801 (Equal Access to Facilities of Secondary Schools)  
MSBA Service Manual, Chapter 4, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: February 11, 2003  
Reviewed: October 8, 2013  
Reviewed: March 17, 2015  
Revised: September 6th, 2016

**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 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 to implement school board policies and to develop 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 available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep 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: May 5, 2015  
Reviewed: September 6, 2016

**PRINCETON PUBLIC SCHOOLS**

**DISABILITY NONDISCRIMINATION**

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the **Human Resource Coordinator**. This individual is the school district's appointed ADA/Section 504 coordinator.

*Legal References:* 29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 104

*Cross References:* MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: May 11, 2004

Revised: May 5, 2015

Reviewed: September 6, 2016

**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 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
  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 timesheet 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.
- O. 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. 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. 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. 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.

## **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.

## **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. § 13.601.Subd. 3 (Elected and Appointed Officials)  
 Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
 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  
Reviewed: May 5, 2015  
Revised: September 6, 2016

**PRINCETON PUBLIC SCHOOLS  
FAMILY AND MEDICAL LEAVE**

**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 the eligible employee takes FMLA leave 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 period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Right 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 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 Care leave” means taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered service member'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 service member'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 servicemembers only next of kin.
- 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.
- 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 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 other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
  9. to address parental care needs.
- 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.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, on the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any

State, is valid in the place where entered into and could have been entered into in at least one state.

1.J. “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 workweeks 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. 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 service member unable to perform the duties of the service member’s office grade, rank, or rating: or
    - (ii) a physical or mental condition that substantially impairs the covered veteran has received 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. 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 12-week unpaid leave 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 caregiver 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 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, 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; 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 workweeks 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 workweeks 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)

Adopted: June 8, 2004  
Revised: October 27, 2009  
Revised: December 21, 2010  
Reviewed: November 8, 2011  
Revised: May 19, 2015

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

### 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, gender identity 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. "Gender Identity" means that the personal conception of oneself as a male or female.
  8. "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 rental supplements.

#### E. 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) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. 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. 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 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, gender identity or disability by a pupil, teacher, administrator, or other school 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, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter 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.

- C. 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. 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.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. 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. Use of formal reporting forms is not mandatory.
- H. 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. 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. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon 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 complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. 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 investigation, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- 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.

#### **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who 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, 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.

#### **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 and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- 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. 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: October 20, 2015  
**Revised: September 6, 2016**

INDEPENDENT SCHOOL DISTRICT NO. 477  
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 477 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees 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 is strictly prohibited. All persons are to be treated with respect and dignity. 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, **gender identity**, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant

Home Address

Work Address

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s)

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ gender identity \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person or group. I hereby certify that the information  
I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by

(Date)

## PRINCETON PUBLIC SCHOOLS DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOL

### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possession alcohol, toxic substances, ~~or~~ controlled substances, or medical cannabis, in any school location.
- 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 member of the public who violates this policy.

### III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any Mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- ~~C-D~~ "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous

system.

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

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

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

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free

Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis on a school bus or van; Or on the grounds of any preschool or primary or secondary school; or on the Grounds of any child care facility.

- ~~F.~~G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

- A. Students.
  1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
  2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees.
  1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
  2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
  3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or

rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies. 418 418

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C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: [Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)  
[Minn. Stat. § 152.22 \(Medical Cannabis: Definitions\)](#)  
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)  
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

Revised: May 15, 2015  
Revised: September 6, 2016

## PRINCETON PUBLIC SCHOOLS

### WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

#### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

#### II. DEFINITIONS

##### A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

##### B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

##### C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

##### D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

### III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public ~~Employers~~Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
 Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")  
 Minn. Rule 3525.2340, Subp. 4.B. (Caseloads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
 MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Adopted: August 4, 2015

Revised: September 6, 2016

**Princeton Public Schools**  
**STUDENT MEDICATION**

**I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

**III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any Form of medical cannabis as defined in Minn. Stat. §152.22.Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or

older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and

- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- Legal References:**
- Minn. Stat. § 13.32 (Student Health Data)
  - Minn. Stat. § 121A.21 (Hiring of Health Personnel)
  - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
  - Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
  - Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
  - Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
  - Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
  - Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
  - [Minn. Stat § 152.22 \(Medical Cannabis; Definitions\)](#)
  - [Minn. Stat § 152.23 \(Medical Cannabis; Limitations\)](#)
  - 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement

Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: November 10, 1988

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**PRINCETON PUBLIC SCHOOLS****WASTE REDUCTION AND RECYCLING****I. PURPOSE**

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

**III. DEFINITIONS**

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery

exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
  5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner

determines that no other person is willing to accept the material.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
  2. increasing the life span of a product;
  3. reducing material or the toxicity of material used in production or packaging; or
  4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

#### **IV. WASTE DISPOSAL**

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the

waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
  - a. permitted to do so by the operator of the system and the PCA;
  - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
  - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge

lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system. (Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or

(e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:
1. in solid waste;
  2. in a disposal facility; or
  3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
  2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

## **V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS**

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3(a))
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))

- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
  2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight
  3. purchase paper which has not been dyed with colors, excluding pastel colors;
  4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  5. use reusable binding materials or staples and bind documents by methods that do not use glue;
  6. use soy-based inks;
  7. produce reports, publications, and periodicals that are readily recyclable;
  8. purchase paper which has been made on a paper machine located in Minnesota; and
  9. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16B.122, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3(b))

## VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

***Legal References:*** Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)

Minn. Stat. § 115A.03 (Definitions)

Minn. Stat. § 115A.15 (State Government Resource Recovery)

Minn. Stat. § 115A.151 (State and Local Facilities)

Minn. Stat. § 115A.46 (Requirements)

Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)

Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal

Prohibited) Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)

Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)

Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)

Minn. Stat. § 115A.931 (Yard Waste Prohibition)

Minn. Stat. § 115A.932 (Mercury Prohibition)

Minn. Stat. § 115A.951 (Telephone

Directories) Minn. Stat. § 115A.9561 (Major Appliances)

Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)

Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)

Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)

Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)

Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)

Minn. Stat. § 458D.07 (Sewage Collection and Disposal)

*National Solid Waste Management Ass'n v. Williams, et al.*, 966 F.Supp. 844 (D. Minn. 1997)

***Cross References:***

Adopted: March 14, 1995

Revised: April 22, 2008

Revised: October 26, 2010

Revised: May 17, 2016



## PRINCETON PUBLIC SCHOOLS SERVICE ANIMALS IN SCHOOLS

### I. PURPOSE

The purpose of this policy is to establish procedures for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

### II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

### III. DEFINITIONS

#### A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets.

#### B. Handler

A “handler” is an individual with a disability who is accompanied by a service animal or a trainer who is accompanied by a service animal. For purposes of this policy, the terms “handler” and “individual with disability” may be used interchangeably.

#### C. “Works or Tasks”

1. “Work or tasks” are those functions performed by a service animal. The “work or tasks” performed by a service animal must be directly related to the handler’s disability.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work,

pulling wheelchair assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The prime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

#### **IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e individuals with disabilities or tainers" are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:

(a) to be present on school district property

(b) to attend or participate in a school sponsored event, activity, or program; or

(c) to be transported in a vehicle that is operated by or on behalf of the school district.

- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. If the animal is required because of a disability; and

2. What work or tasks the animal has been trained to perform.

- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.
- D. An individual with a disability may not be required to provide documents such as proof that the animal has been certified, trained, or licensed as a service animal.

#### **V. MANAGEMENT OF SERVICE ANIMALS**

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means)

#### **VI. CARE OF, AND RESPONSIBILITY FOR, SERVICE ANIMALS; LIABILITY**

- A. The handler is solely responsible for the care and supervision of the service animal including, but not limited to, feeding, watering, cleaning, and toileting. Neither the school district nor its staff will assume such responsibilities. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.
- B. Individuals with disabilities who are assisted by service animals are responsible for providing the supplies and equipment needed by the service animal.
- C. Owners of service animals are liable for any harm or injury caused by the service animal to other students, staff, visitors and/or property.

#### **VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building or a school-sponsored program or activity, if:

1. The service animal is out of control and the handler does not take effective action to control it;
  2. The service animal is not housebroken;
  3. The presence of the animal would fundamentally alter the nature of a service, program or activity; or
  4. The handler fails to submit proof of current vaccinations and immunizations of the service animal.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

### **VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. They type, size and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken;
- D. Whether the miniature horse's presence in a specific building or on school grounds compromised legitimate safety requirements that are necessary for safe operation; and
- E. Whether the miniature horse's presence is contrary to any other provision of this Policy.

### **IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service Animal, the school district will balance the rights of the individuals involved. In general,

Allergies that are not life threatening are not a valid reason for prohibiting the presence of A service animal. Fear of the animals is generally not a valid reason for prohibiting the presence of a service animal.

**X. ANIMALS FOR STUDENTS WITH IEPS OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student’s IEP Team or Section 504 Team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (“FAPE”)

**XI. SERVICE ANIMALS FOR EMPLOYEES**

Use of a service animal by a school district employee who is qualified individual with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**Legal References:** 28 C.F.R. § 35.104, 28 C.F.R § 35.130(b)(7) and 28 C.F.R § 35.136 Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)  
Minn. Stat.§ 256C.02 (Public Accommodations)

**Cross References:** MSBA Policy 402-Disability Nondiscrimination Policy  
MSBA Policy-521 Student Disability Nondiscrimination

## PRINCETON PUBLIC SCHOOLS

### EQUAL EDUCATIONAL OPPORTUNITY

#### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

#### II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district's ~~policy is~~ to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. ~~It is the responsibility of~~ Every school district employee shall be responsible for ~~to~~ complying with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: December 17, 2002  
Reviewed: October 8, 2013  
Revised: October 20, 2015  
Revised: August 16, 2016

## **PRINCETON PUBLIC SCHOOLS**

### **PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS / COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETING AND DATA PRIVACY CONSIDERATIONS**

#### **I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

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

- A. It is the policy of the school board to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

#### **III. DEFINITIONS**

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the social security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and

status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action 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 public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used 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.

- C. Personnel data on current and former applicants for employment that is "public" includes:
- Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; and either a telephone number or electronic mail address where the appointee can be

reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. ~~provided, however,~~ 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.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all citizens of the school district an opportunity to be

heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## VI. PROCEDURES

### A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable.

Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

**B. Complaints**

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

**C. Open Forum**

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and in the

event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.42 (Personnel Data)  
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
 Minn. Stat. § 13D.05 (Open Meeting Law)  
 Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
 Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
 Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
 Minn. Stat. § 122A.44 (Contracting with Teachers)  
 Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
 MSBA/MASA Model Policy 207 (Public Hearings)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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Revised: January 8, 2013

Revised: August 4, 2015

Revised: August 16, 2016

## Princeton Public Schools

## **MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

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

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
  - 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § ~~121A.67~~ 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following ~~that are done in anger or without regard to the safety of the child~~: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child

with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient context to identify the child and any person believed to be responsible for the neglect or abuse, if known.

H.I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

H.J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

H.K. “Mental injury” means an injury to the psychological capacity or emotional

stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

- ~~K-L~~. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- ~~L-M~~. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department or agency responsible for assisting or investigating maltreatment. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or

custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## **V. INVESTIGATION**

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent,

guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a

potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
[Minn Stat. § 125A0942 \(Standards for Restrictive Procedures\)](#)  
[Minn. Stat. § 121A.67 \(Aversive and Deprivation Procedures\)](#)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: May 22, 1984  
Revised: August 26, 1997  
Revised: May 24, 2005  
Revised: August 26, 2008  
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Revised: December 21, 2010  
Revised: June 28, 2011  
Revised: October 8, 2013  
Revised: October 21, 2014  
Reviewed: May 19, 2015  
Revised: August 16, 2016

## PRINCETON PUBLIC SCHOOLS

## MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

### I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ any school personnel ~~to~~ fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety

or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produce physical pain or injury or emotional distress including, but not limited to, the following; (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. © Any sexual contact or penetration as defined services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform

services against the vulnerable adult's will for the profit or advantage of another.

- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services ~~at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21 (a) (2);~~ required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. §626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care services, has an impaired ability to protect the individual's self from maltreatment.
- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the ~~designated county entity.~~ Common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of

previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *nonpublic data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota Law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

### *Legal References:*

Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
 Minn. Stat § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
 Minn. Stat § 609.221-609.224 (Assault)  
 Minn Stat. § 609.234 (Crimes against the Person)  
 Minn Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.342-609.3452 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat § 626.5572 (Definitions)  
*In re Kleven, 736 N. W. 2d 707 (Minn. App. 2007)*

***Cross References:***

Princeton Policy 103 (Complaints-Students, Employees, Parents, Other Persons)  
Princeton Policy 211 ( Criminal or Civil Action Against School District, School Board Member, employee, or Student)  
Princeton Policy 406 (Public and Private Personnel Data)  
Princeton Policy 414 ( Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: May 24, 2005  
Revised: November 24, 2009  
Revised: December 21, 2010  
Reviewed: January 20, 2015

## PRINCETON PUBLIC SCHOOLS

### STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

#### I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

#### II. GENERAL STATEMENT OF POLICY

##### A. Students

~~It is~~ The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

##### B. Employees

~~It is~~ The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school district nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of

contracting sexually transmitted diseases and infections, for prevention efforts;

5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee

**Legal References:** Minn. Stat. § 121A.23 (Health-Related Programs)  
 Minn. Stat. § 144.441-442 (Tuberculosis)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)

*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273, 107 S.Ct. 1123 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

***Cross References:*** Princeton Public Schools Policy 402 (Disability Nondiscrimination)  
Princeton Public Schools Policy 407 (Employee Right to Know –  
Exposure to Hazardous Substances)  
Princeton Public Schools Policy 521 (Student Disability  
Nondiscrimination)

Adopted: June 8, 2004  
Revised: August 10, 2010  
Reviewed: August 4, 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; 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. 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, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non School-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. The teacher of record shall have the general control and government of the classroom. 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.

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- 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 (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) 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, gender identity, 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.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, race, and special education status.

## **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 of 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. § 122A.42 (General Control of Schools)**  
 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 Non School-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)

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## **PRINCETON PUBLIC SCHOOLS STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the

data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating, or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S.

Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
  - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - (a) college or other postsecondary education recruitment or military;
    - (b) book clubs, magazines, and programs providing access to low cost literary products;
    - (c) curriculum and instructional materials used by elementary and secondary schools;
    - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.
  - (3) The right of a parent to inspect, on request, any instrument

used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
 

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
  - c. The notice will advise students of the specific or

approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

~~D-A.~~ The school district ~~shall~~**must** give parents and students notice of ~~their rights under~~ this ~~section~~**Policy** at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121 A. 065 (District Surveys to Collect Student Information: Parent Notice and Opportunity for Opting Out.)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. § 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S. Ct. 2268, 153 L.Ed.2d 309 (2002)

**Cross References:** 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)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: November 14, 2006

Revised: August 18, 2015

Revised: August 16, 2016

**PRINCETON PUBLIC SCHOOLS**  
**STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

**I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

**III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

- A. Administration

“Administration” means the superintendent, building principal, or other designee.

- B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incidents of Violence

“Incidents of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

##### **C. Determination of Who Receives Notice**

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described

in Section IV.D., above.

**G. Law Enforcement Reports**

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
 Minn. Stat. § 121A.45 (Grounds for Dismissal)  
 Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)

Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

***Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: November 14, 2006  
Reviewed: September 1, 2015  
**Revised: August 16, 2016**

**Princeton School District**

**707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an

- afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the
- C. student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- D. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)
- E. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. § 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, et seq.). (Minn. Stat. § 123B.41, Subd. 9)
- F. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- G. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- H. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- I. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- J. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall be subject to a 50 mile radius distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours and within a 50 mile radius of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district within a 50 mile radius of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall
- G. provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- H. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- I. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - a. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - b. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been

revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

- c. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

Each school year, the School Board authorizes the Superintendent and/or designee to determine the safest method to stop the buses. Locations will be along Hwy 95 and certain in town bus stops based on statute 169.443. The use of a 4-way light system versus using the 8-way amber light system will be labeled on all stops within the routing system. All drivers will be trained in the appropriate manner regarding both types of stopping.

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the

Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for
- C. that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subd. 1(11) and 6)
- D. § 123B.36, Subds. 1(11) and 6)
- E. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- F. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
 Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
 Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States) Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
 Minn. Stat. Ch. 125A (Children With a Disability)  
 Minn. Stat. § 125A.02 (Children With a Disability, Defined) Minn. Stat. § 125A.12 (Attendance in Another District)  
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility) Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind) Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts) Minn. Stat. § 190.05 (Definitions)  
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
 20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
 42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
 42 U.S.C. § 11431, et seq. (McKinney-Vento Homeless Assistance Act of 2001)  
 42 U.S.C. § 12132, et seq. (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 710 (Extracurricular Transportation) MSBA Service Manual, Chapter 2, Transportation

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## Princeton School District

### UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

#### I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

#### II. DEFINITIONS

##### A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
  - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
  - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is

the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor

accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of

procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  3. Procurement by sealed bids (formal advertising).
  4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;

- c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative

nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
  - J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
  - K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
  - L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. **Property Standards.** The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment,

supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

#### B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. **Payment.** The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. **Internal Controls.** The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;

4. Communication costs;
  5. Compensation for personal services;
  6. Depreciation and use allowances;
  7. Employee morale, health, and welfare costs;
  8. Equipment and other capital expenditures;
  9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
  10. Insurance and indemnification;
  11. Maintenance, operations, and repairs;
  12. Materials and supplies costs;
  13. Meetings and conferences;
  14. Memberships, subscriptions, and professional activity costs;
  15. Security costs;
  16. Professional service costs;
  17. Proposal costs;
  18. Publication and printing costs;
  19. Rearrangement and alteration costs;
  20. Rental costs of building and equipment;
  21. Training costs; and
  22. Travel costs.
- D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with

federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting

matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or

services purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.
- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
  - 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
  - 3. Auditors generally presume supplanting has occurred in three situations:
    - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

- b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
    - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
  - 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
  - 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
  - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
  - 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
  - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

## **VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

- A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

**B. Compensation – Fringe Benefits**

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies.

Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of

the Uniform Grant Guidance.

- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

**Legal References:** 2 C.F.R. § 200.12 (Capital Assets)  
 2 C.F.R. § 200.112 (Conflict of Interest)  
 2 C.F.R. § 200.113 (Mandatory Disclosures)

2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
 2 C.F.R. § 200.212 (Suspension and Debarment)  
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
 2 C.F.R. § 200.302 (Financial Management)  
 2 C.F.R. § 200.303 (Internal Controls)  
 2 C.F.R. § 200.305(b)(1) (Payment)  
 2 C.F.R. § 200.310 (Insurance Coverage)  
 2 C.F.R. § 200.311 (Real Property)  
 2 C.F.R. § 200.313(d) (Equipment)  
 2 C.F.R. § 200.314 (Supplies)  
 2 C.F.R. § 200.315 (Intangible Property)  
 2 C.F.R. § 200.318 (General Procurement Standards)  
 2 C.F.R. § 200.319(c) (Competition)  
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
 2 C.F.R. § 200.338 (Remedies for Noncompliance)  
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
 2 C.F.R. § 200.430 (Compensation – Personal Services)  
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
 2 C.F.R. § 200.447 (Insurance and Indemnification)  
 2 C.F.R. § 200.463 (Recruiting Costs)  
 2 C.F.R. § 200.464 (Relocation Costs of Employees)  
 2 C.F.R. § 200.473 (Transportation Costs)  
 2 C.F.R. § 200.474 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
 MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
 MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
 MSBA/MASA Model Policy 412 (Expense Reimbursement)  
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
 MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
 MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

Adopted: August 16, 2016

**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. 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

**PRINCETON PUBLIC SCHOOLS****ADVERTISING****I. PURPOSE**

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

**II. GENERAL STATEMENT OF POLICY**

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

**III. ADVERTISING GUIDELINES**

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the Superintendent. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school board or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent

or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

#### **IV. ACCOUNTING**

Advertising revenues must be accounted for and reported in compliance with UFARS. A year-end report shall be made to the school board by the Superintendent or Director of Business Services regarding the scope and amount of such revenues.

***Legal References:*** Minn. Stat. § 123B.93 (Advertising on School Buses)  
Minn. Stat. § 125B.022 (Contracts for Computers or Related  
Equipment or Service)  
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

***Cross References:*** Policy 421 (Gifts to Employees)  
Policy 702 (Accounting)

Adopted: January 10, 2006

Revised: October 13, 2009

Revised: May 17, 2016

Reviewed: August 16, 2016

## PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>Jim Baxter</u>	Name of group, club, or department: <u>H.S. BAND</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>BAND TOUR</u>	Destination: <u>California (LA, San Diego)</u> Round Trip Miles: <u>3,060</u>
Number of Students expected to participate: <u>25</u> Number of Teacher/Advisor Chaperones: <u>4</u> Number of adult volunteers/chaperones: <u>0</u> # male students _____ #female students _____ (if Perkins <u>N/A</u> funded)	Grade level/s of student participants: (circle all that apply) <div style="text-align: center;">                     9    10    11    <u>12</u> </div>
Date of Departure: <u>3/26/18</u> (est.) Time of Departure: <u>AM</u> (TBD)	Date of Return: <u>3/31/18</u> (est.) Time of Return: <u>PM</u> (TBD)
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input checked="" type="checkbox"/> outside the school day <u>IF SPRING BREAK</u>	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other _____ <input checked="" type="checkbox"/> outside the school day <u>IF SPRING BREAK</u>
<input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No This field trip occurs on a Sunday.

**How will this field trip be funded? (Check all that apply.)**

Department budget (Code: \_\_\_\_\_)

Students will be assessed a fee to cover transportation and/or registration/admission fee

Students will pay for their own lunch

Building funds are requested

Grant funds (name of grant: \_\_\_\_\_)

Outside group, booster club, individual, or agency funding (name: Music Boosters (PMEA))

- A. What is the purpose of this field trip? (choose 1 CATEGORY only)**
- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study)  
 (Section F of this form is required for instructional trips)  
 (check all that apply)
    - Required for all students enrolled in the course
    - Only students in selected section/s of this course will participate
    - Students participate by choice
  
  - CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
    - All students in a course or club/activity will participate
    - Students participate by choice or selection
    - This is an enrichment opportunity
  
  - CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
    - Regional or state level competition, training or meeting
      - have qualified
      - anticipating to qualify
    - Selected or invited to participate in honorary event or competition
      - have been invited or selected
      - have applied to be invited or selected
      - will apply to be invited or selected

(All on attachment)

E. What are the estimated costs of the field trip? (If codes are unknown, leave blank. Complete cost estimate calculations.)

**I. Transportation Code:** \_\_\_\_\_  
 # of round trip miles \_\_\_\_\_ X \$1.45 = \$ \_\_\_\_\_ # of hours \_\_\_\_\_ X \$17.34 = \$ \_\_\_\_\_  
 # of buses needed \_\_\_\_\_ X the combination of the two subtotals above = \$ \_\_\_\_\_ (A)

**II. Lodging Code:** \_\_\_\_\_  
 # of rooms \_\_\_\_\_ X # of nights \_\_\_\_\_ = total rooms \_\_\_\_\_ X cost of room \_\_\_\_\_ = \$ \_\_\_\_\_ (B)

**III. Registration Code:** \_\_\_\_\_  
 # of students \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (C)  
 # of adults \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \$ \_\_\_\_\_ (D)

**IV. Substitute Code:** \_\_\_\_\_  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \$ \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute \_\_\_\_\_ X # of days \_\_\_\_\_ X \$125 (approx) = \$ \_\_\_\_\_ (F)

**V. Meals Code:** \_\_\_\_\_  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \$ \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \$ 1500 per student

F. Complete this section for instructional field trip requests.

- Name of course: \_\_\_\_\_
- What critical content statement does this field trip align to? # \_\_\_\_\_  
 It does not align to any critical content statements.
- Is this trip part of this course for all course sections regardless of the teacher or the trimester in which is it taught?  
 Yes  
 No (Provide explanation below)

*We expect conflicts as time goes on. Dates are somewhat adjustable yet.*

Date Received (Office): \_\_\_\_\_

**G. Building Administrative Review**

Deann Travis 5/10/16 Approved  Not Approved   
 Activities Director Signature Date

Bart Mucken 5/10/16 Approved  Not Approved   
 Principal Signature Date

**District Review for Extended Trips**

Julia Espe 5/18/16 Approved  Not Approved   
 Superintendent Signature Date

\_\_\_\_\_  
 School Board Chairperson Signature Date Approved  Not Approved

## FIELD TRIP CHECKLIST

Initial each item indicating it has been completed. Indicate "NA" if an item does not apply.

1. \_\_\_\_\_ Submit field trip request **with transportation request**  
to principal (for instructional or supplemental)  
or to activities director (for clubs/student activities/athletic and extended)
2. \_\_\_\_\_ Transportation form faxed to bus co.
3. \_\_\_\_\_ Transportation form submitted to admin. **WITH**  
the field trip request
4. \_\_\_\_\_ Arrangements for student medication/health concerns
5. \_\_\_\_\_ Parent permission forms  
Provide school box lunch option and submit that information to food service
6. \_\_\_\_\_ Chaperones (non-employees) cleared to attend --  
provide instructions to chaperones for online background check
7. \_\_\_\_\_ Arrangements for special education students
8. \_\_\_\_\_ Email teachers with date and students attending  
a week in advance or as early as possible
9. \_\_\_\_\_ On day of departure, submit final list of students  
attending to Jackie Lindenfelser.  
(If not possible, submit as close to departure as possible.)

\_\_\_\_\_  
Field Trip Advisor Signature and Cell Phone Number

(612) 702-4523

4/24/16  
\_\_\_\_\_  
Today's Date

**SUBMIT THIS CHECKLIST WITH LIST OF STUDENTS TO JACKIE LINDENFELSER  
ON DAY OF DEPARTURE**





Leave it to the Experts  
**Group Travel**  
PLANNERS

## *Princeton High School Band Custom California Rough Draft Itinerary*

### **DAY 1: Monday, March 26<sup>th</sup>, 2018**

- Motor coaches arrive at Princeton High School (early)
- Depart for Airport
- Lunch (own expense)
- Fly to **Los Angeles International Airport**
- Dinner (provided upon arrival)
- Check in to hotel
- **Getty Center Museum** visit dependent on flight plan
- More specifics when flight times are purchased

### **DAY 2: Tuesday, March 27<sup>th</sup>, 2018**

- Expanded Continental Breakfast (included) at the Hotel
- **Disney Concert Hall Tour** (behind the scenes)
- Meet the musician (Orchestra members at Disney Hall)
- Explore **Rodeo Drive** - Lunch (own expense)
- **Meet the Musicians Camp** (at Disney Concert Hall, LA Phil)
- Group Dinner (TBD)
- **Los Angeles Philharmonic Performance**
- Return to the Hotel

### **DAY 3: Wednesday, March 28<sup>th</sup>, 2018**

- Expanded Continental Breakfast (included) at the Hotel
- Enjoy the day at **DISNEYLAND**
- Lunch (\$12.00 Disney Dining Card included) at the Park
- Enjoy the evening at **Dinner Theatre Performance** on the water
- See **Youth Orchestra of Los Angeles** performance (upon availability)
- Return to the Hotel



**DAY 4: Thursday, March 29<sup>th</sup>, 2018**

- Expanded Continental Breakfast (included) at the Hotel
- Travel by Coach Bus to San Diego (3 hours)
- Lunch (TBD en route, group meal)
- Enjoy Mission Beach
  - Including a performance at Old Town San Diego theater
- Dinner on the San Diego Boardwalk (TBD)
- Check in to the Hotel

**DAY 5: Friday, March 30<sup>th</sup>, 2018**

- Expanded Continental Breakfast (included) at the Hotel
- Check-out of the Hotel and load coach. Remember your belongings!!!
- Depart for San Diego Harbor Excursion
- Enjoy shopping at Surfshop (15% off coupon included)
- Fun in the sun at Seaport Village
- Depart for Los Angeles
- Evening Flight (TBD)

**DAY 6: Saturday, March 31<sup>st</sup>, 2018**

- Return to Princeton High School (TBD by flights)

THIS IS A ROUGH DRAFT ITINERARY FOR INFORMATIONAL PURPOSES ONLY. YOU WILL RECEIVE A DETAILED ITINERARY UPON ACCEPTANCE OF THE TOUR AGREEMENT.





PRINCETON HIGH SCHOOL

807 South 8<sup>th</sup> Avenue

Princeton, MN 55371

763.389.4101 Phone 763.389.5816 Fax

*Barbara Muckenhirn, Principal* 763.389.6010

*Darin Laabs, Assistant Principal (A-K)* 763.389.6021

*Emorie Colby, Assistant Principal (L-Z)* 763.389.6015

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Members of the Princeton School Board:

I am writing to explain a few details of this proposed trip. This is unique in that it will only include the senior class of 2018. This is the class that was left out of the 2015 tour because they were freshmen and therefore not eligible, but are graduating before the approved 2019 Italy tour.

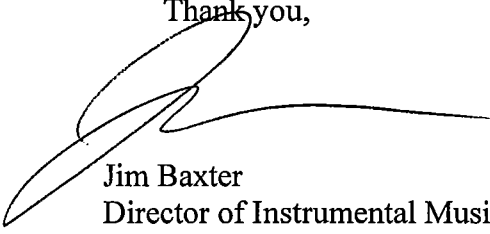
It is only fair to give them a tour opportunity as well but because of their small numbers, compared to typical band tours, this will not be a performing ensemble as it currently stands. Because of this I have asked the tour company to include a musical experience, hopefully interactive, in as many ways as possible. Although this is a rough itinerary and we won't know all of the details until concert calendars are posted in 2017 this is their best proposal to give these PHS students what they deserve after seven years in the instrumental music classroom.

The dates are also flexible and only placed from March 28<sup>th</sup>-31<sup>st</sup> because this is the week before Easter, a traditional time for our spring break. If this is not what is intended in the school calendar I am flexible so that fewer school days are missed.

The total cost of this proposal is \$1,500 per student with everything included except for the "on your own" lunches mentioned in the proposed itinerary. This covers flights, insurance, hotels, coach buses, entertainment, concerts, and everything else listed.

Please contact me with any further questions about this proposal.

Thank you,



Jim Baxter  
Director of Instrumental Music  
Jim.Baxter@isd477.org





**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Concession and School Store Coordinator	<b>Department:</b> High School Activities	<b>Bargaining Unit:</b> N/A
<b>Immediate Supervisor:</b> High School Activities Director and Principal	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the High School Activities Director and Building Principal, the Concession and School Store Coordinator is responsible for all the details of running a school store and maintaining the event concession stand business. The coordinator must understand all the components of these positions in an effort to hire and train students. The coordinator is also responsible for ensuring all profits are used to support PHS students.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedules workers for all events, ensures everything is in order, and follows up after each event.
- Teaches students all those necessary skills for running the concession stands and school store. Responsible for the interviewing, hiring, training, supervising, and approving of hours of the student event workers.
- Maintains inventory and orders needed items. Assists with stocking shelves.
- Work with Activities Director and Building Administration to determine how profits will be used to benefit PHS students. (ie. Fall sports like Volleyball and swimming would get a cut of the fall season profits.)
- Prepares and submits deposits to the AD office.
- Performs other duties of a comparable level or type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> None
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**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

**REQUIRED EDUCATION/TRAINING (choose one)**

**DEGREE INFORMATION:  
Type of degree: (B.S., M.A., etc.)**

	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		

**Major field of study or degree emphasis:**

**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**

- Knowledge of business
- Knowledge of basic Human Resources
- Knowledge of basic food safety
- Knowledge of basic accounting

**Required Work Experience in Addition to Formal Education/Training:**

None required outside of certification requirements.

**ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK**

**Skilled in:**

- Communications and positive interactions with students.
- Scheduling and organization
- Communication skills to deal effectively with patrons, staff, and district personnel.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

None

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs				x
Walk			x		Up to 25 lbs			x	
Sit		x			Up to 50 lbs		x		
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear			x						
Taste or smell	x								





Teacher	Class Size	Board Parameter	Para
Angstman	20	Yes	No
Beckers	20	Yes	No
Fay	19	Yes	No
Gfroerer-Johns	19	Yes	No
Julson	20	Yes	No
Linden	20	Yes	No
Long	19	Yes	No
Peterson	23	No	Yes
Quiroga	23	No	Yes
Porttiin	19	Yes	No
Ruzek	20	Yes	No

222

Numbers run on September 14, 2016

Kindergarten Board Parameters  
19-21

## 2016 Levy Pay 2017

	Proposed School Year 2017	Proposed School Year 2018
<b>GENERAL EDUCATION LEVY</b>		
LOCAL OPT. ALLOW/REFEREND(424)	\$1,298,609.99	\$1,397,348.27
CAREER & TECHNICAL	\$82,278.82	\$68,402.96
SAFE SCHOOLS	\$120,029.70	\$130,331.52
OPERATING CAPITAL	\$228,909.74	\$164,798.34
TRANSITION LEVY	\$13,008.54	\$14,151.99
EQUITY LEVY	\$308,427.15	\$364,390.04
HEALTH & SAFETY	-\$145.21	-\$3,703.97
DEFERRED MAINTENANCE	-\$3,069.45	\$0.00
LONG TERM FACILITY MAINT.	\$662,839.20	\$523,695.70
ALT TEACHER COMP(Qcomp)	\$211,127.13	\$207,813.55
LEASE LEVY	\$495,076.56	\$406,422.63
REEMPLOYMENT LEVY	\$16,618.70	\$7,258.35
FACILITY ADJUSTMENT	-\$202,352.21	-\$200,743.75
GENERAL ED LEVY	\$44,966.61	\$22,145.87
ABATEMENT ADJUSTMENT	-\$1,460.55	\$197.45
<b>TOTAL GENERAL EDUCATION LEVY</b>	<b>\$3,274,864.72</b>	<b>\$3,102,508.95</b>
<b>COMMUNITY EDUCATION LEVY</b>		
STANDARD COMMUNITY ED	\$140,895.38	\$148,693.71
EARLY CHILDHOOD	\$50,865.16	\$51,822.29
HOME VISITING	\$2,264.00	\$2,168.73
SCHOOL AGE CARE (disabled)	\$108,765.56	\$123,543.50
ADJUSTMENTS	-\$208.02	\$3.97
<b>TOTAL COMMUNITY EDUCATION LE</b>	<b>\$302,582.08</b>	<b>\$326,232.20</b>

	2017	2018	
GENERAL DEBT	\$3,370,980.07	\$3,319,518.03	
<b>TOTAL DEBT LEVY</b>	<b>\$3,370,980.07</b>	<b>\$3,319,518.03</b>	
			Variance
<b>TOTAL LEVY</b>	<b>\$6,948,426.87</b>	<b>\$6,748,259.18</b>	<b>-\$200,167.69</b>
			<b>-2.88%</b>