

Princeton Public Schools - ISD 477  
Tuesday, April 4, 2017 at 7:00 PM  
Regular School Board Meeting  
District Office Board Room located at City Hall

**Our Mission**

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

**Our Vision**

***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. REPORTS**

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

**6. APPROVE AGENDA**

**7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3**

**8. CONSENT AGENDA**

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

- a. Personnel 7
- b. Grants 8
- c. Gifts 11
- d. Field Trip 13
- e. Fundraiser 17

**9. INFORMATION**

- a. High school Robotics-Presented by Dave Paddock
- b. Technology Integration Report-Presented by Jodi Burling 18
- c. First reading of Policies: 497, 499, 501, 502, 503, 509, 511, 512, 515,

515, 518, 519, 521, 522, 530	
497-Picketing	27
499-Employee Recognition Compensation	28
501-School Weapons	29
502-Search of Student Lockers	35
503-Student Attendance	39
509-Enrollment of Nonresident Students	48
511-Student Fundraising	52
512-School Sponsored Student Publications and Activities	57
515-Protection and Privacy of Pupil Records	62
518-DNR/DNI Orders	111
519-Interviews of Students by Outside Agencies	113
521-Student Disability Nondiscrimination	116
522-Student Sex Nondiscrimination	118
530-Immunization Requirements	123
<b>10. ACTION</b>	
a. 2018 Unassigned Budget	132
<i>I move to accept the 2018 unassigned budget as proposed.</i>	
b. School Board Financial Directive	138
<i>I move to accept the resolution as presented.</i>	
c. Milk Bid	139
<i>I move to accept the necessity to solicit and seek bids for milk. Bids will be advertised in accordance with public bid laws in the State of Minnesota.</i>	
<b>11. ADDITIONS TO AGENDA</b>	
<b>12. FUTURE MEETINGS</b>	
Wellness Community Meeting-April 5th, 3:30	
City Council Presentation-April 6th, 4:30	
<b>13. ADJOURN</b>	

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **21st day of March, at 7:00 p.m.** in the District Office Board Room.

Roll Call: Members Present: Eric Strandberg, Craig Johnson, Chad Young, Deb Ulm, Eric Minks, and Sue VanHooser

Members Absent: Howard Vaillancourt

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

Student Council Representative: None

Citizen Comments: None

**REPORTS**

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

Deb Ulm	Policy, Agenda Planning, Intermediate School talent show, Whole Life Challenge finale
Chad Young	No report
Eric Strandberg	Policy meeting
Sue VanHooser	Policy meeting
Craig Johnson	No report

Student Council Report: None

Superintendent Report: Julia Espe discussed the possibility of having an outdoor classroom and will move forward with getting more information on the project. Sharon Osborn's mother came to the preschool for an American Indian presentation. She told a story to the students and brought many artifacts.

**APPROVE AGENDA**

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

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

Motion made by Craig Johnson seconded by Chad Young, **to approve the March 7th Regular Board**

March 21, 2017

*meeting minutes as presented.* Motion passed unanimously.

### **CONSENT AGENDA**

Motion made by Sue VanHooser, seconded by Craig Johnson **to approve the consent agenda as presented.** *Personnel, grants, donations, wire transfers, bills, field trip, fundraiser.* Motion passed unanimously.

### **INFORMATION**

**MN Student Survey-**Andrea Preppernau presented to the board information that was compiled by the state of Minnesota on the Minnesota Student Survey. The survey is done every 3 years. We had 864 students take the survey. This information is located on board book.

**Chrome in STEAM Classroom and Makerspace-** Eric Simmons presented information related to our STEAM program and shared examples regarding the learning progressions. He went through a real life example from Angel Brown's classroom. He also reviewed information related to the High School Fab lab. The presentation is located on boardbook.

**Fairview Training Quote-** Michelle Czech reviewed the Fairview quote to provide training services to our athletic teams. Fairview services would include game coverage and practice coverage. More information is located on boardbook.

**Budget Analysis-**Michelle Czech discussed the estimated 2018 unassigned budget that included estimates based on parameters that were set at the February 21st meeting. Presentation is located on boardbook.

**Board Room/Council Chamber Room Update-** Julia Espe presented information regarding a proposal to renovate the board room/council chambers. Our Project Oversight Committee members will be presenting the information to the City Council on April 6th.

**Touchwall-**Julia Espe discussed the proposal to add a Touch Wall for the high school that would display members of the Hall of Fame and is interactive.

### **ACTION ITEMS**

**Early Retirement Memorandum of Understanding-** Stacie Vos presented to the board regarding the early retirement memorandum of understanding. The memorandum states an early retirement incentive to any interested teacher for the 2016-2017 school year. Craig Johnson made a motion to accept the memorandum of understanding as drafted and presented seconded by Chad Young. Motion passed *unanimously.*

**Second Reading of policies:** 513, 513.1, 525, 526, 527, 528, 529, 531, 550, 601, 606, 603, 612, 613 and 616. Eric Minks, Craig Johnson to approve the 2nd reading of the policies as presented. Motion

March 21, 2017

passed unanimously.

- 513-Student Promotion (Acceleration)/Retention Grades K-8: Proposed MSBA policy and making a new procedure
- 513.1- Early Entrance: Proposed our new policy and make a new procedure
- 525-Violence Prevention (Applicable to Students and Staff): MSBA Change (legal reference)
- 526-Hazing-Reviewed
- 527-Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches: Reviewed
- 528-Student Parental, Family and Marital Status Nondiscrimination-revised, add HR Director to letter F.
- 529-Staff Notification of Violent Behavior:Reviewed
- 531-The Pledge of Allegiance: Reviewed
- 532-Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds: MSBA Changes
- 550-Academic Recognition Programs: Reviewed
- 601-School District Curriculum Instruction Goals: Use MSBA model
- 603-Curriculum Development: Use MSBA Model
- 606-Textbooks and Instructional Materials: Reviewed
- 612-Development of Parental Involvement Policies for Title 1 Programs: Revised-minor change
- 613-Graduation Requirements: Reviewed
- 616-School District System Accountability: Revise

**Additions to the agenda:** None

**Future Meetings:** Community Education Advisory Committee Meeting-March 27th, 12:00  
Certified Negotiations-March 27th, 5:00  
Council Study Session-April 6th, 4:30

**ADJOURN** - Motion to adjourn the meeting at 8:08 p.m. made by Howard Vaillancourt seconded by Eric Strandberg.

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Chair Deb Ulm

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Clerk Eric Minks

Recorder-Kari Plafcan

**04.04.2017**

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Aluni, Corrine	LOA	PS-Health Office	Para	N/A	3.27.17-5.8.17	
Atkins, Tammy	Change in current assignment	Moving from SpEd Para to an ALC Para	Para	N/A	3.16.17	No change
Bauman, Tammy	Change in current assignment	Onward Para-Change in hours. M-7:30-2:45; Tues-Fri.-8:00-3:00	Para	N/A	3.27.17	No change
Brimmer, Melissa	Resignation	ECFE Childcare	Para	N/A	3.26.17	
Fliehr, Dawn	LOA	PS -Media Para	Para	N/A	6.4.17	
Franson, Erin	LOA	IS-Teacher	PEA	N/A	3.31.17-6.8.17	
Hafstad, Joseph	Extra Duty	HS Full Length Play Assistant Director	Activities	Randy Hatch	3.17-4.17	\$1,879.00
Loch, Barb	Change in current assignment	Going back to HS from MS	Para	N/A	3.31.17	
Lynn, Catherine	New Hire LTS	PS-Health Assistant	Para	Aluni, Corrine	4.3.17-6.7.17	14.24/hr
Nehring, Christine	Resignation	HS-Chemistry Teacher/Swim and Dive Assistant Coach	PEA	N/A	6.7.17	
Overby, Jill	Extended LOA	HS-Career Center	PEA	N/A	until 4.10.17	
Rysavy, Kate	REsignation	Girls Basketball Coach		N/A	3.22.17	
Schossow, Aurora	New Hire	FC-Tiger Club Assistant	CE	N/A	3.22.12	9.50/hr
Torkelson, Eric	Resignation	Assistant boys swimming and diving coach		N/A	3.15.17	
Triplett, Brett	LOA	ALC/HS-Teacher	PEA	N/A	4.5.17-5.18.17	
Vos, Stacie	Resignation	Director of Human Resources	At-Will	N/A	5.1.17	

(320) 632-9255  
405 First Street SE  
Little Falls, MN 56345



[ifound.org](http://ifound.org)

March 10, 2017

Julia Espe  
Princeton School District  
706 First Street  
Princeton, MN 55371

RE: EC17-5846

Dear Dr. Espe,

Please find a check in the amount of \$7,000.00 as payment for the *Princeton Early Childhood Coalition* project. This check represents full payment on your grant award. As detailed in the grant agreement, you are expected to acknowledge the Initiative Foundation in any materials or programs with the following statement: "This project was funded in part by the Initiative Foundation, a regional foundation."

By accepting this award, you are agreeing to complete and submit the grant reports and complete the evaluation requirements as stated in the Letter of Grant Agreement. Please read the agreement carefully.

Thank you for your consideration of these matters. If you have any questions please feel free to contact me at 877/632-9255.

Sincerely,

A handwritten signature in cursive script that reads 'Tammy Filippi'.

Tammy Filippi  
Early Childhood Specialist

Enclosure

cc: Faith Goenner



**Powering Possible**



March 20, 2017

Princeton Middle School  
Attn: Sandy Slinde  
1100 4<sup>th</sup> Ave South  
Princeton, MN 55371

**RE: Princeton Volleyball Program**

Thank you for your grant application submission for the Partners in Healthy Living mini-grant. Your project has been approved. Your mini-grant is awarded for the amount of **\$1000.00**.

As a reminder, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the grantee before it can be reimbursed.

Attached you will find a final report form and W-9 form that must be submitted along with all supporting documents upon project completion and emailed to [partnersinhealthyliving@gmail.com](mailto:partnersinhealthyliving@gmail.com) or by mail to Kanabec-Pine Community Health, Attn.: Partners in Healthy Living, 905 Forest Avenue East, Suite 127, Mora, MN 55051.

Sincerely,

Lori Swanson-Kanabec County Community Health	(320) 679-6316
Hailey Freedlund- Pine County Public Health	(320) 591-1595
Melissa Carstensen- Isanti County	(763) 689-8265
Alisha Fussy-Mille Lacs County	(320) 983-8299

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: East Central Regional Arts Council

Description of gift: Check #5464 in the amount of \$8,820.00. Grant

Pre-Condition, Condition, or Limitation on use:

To fund a professional brass group "The Copper Street Brass" Chamber ensemble do a educational residency and also play at our Band Blast Concert alongside our students in Band.

How this gift specifically relates to the program or school:

will assist and work with our Band Students, during the day and perform at our Band Blast Concert on March 31st.

This gift meets all requirements of Policy 706

(PHS Gym)

Accepted  Not Accepted

Paul H. H.  
Principal or Director

Date: 3/21/17

Accepted  Not Accepted

Julia Espe  
Superintendent

Date: 3.21.17

Accepted  Not Accepted

School Board Chairperson

Date: \_\_\_\_\_

Code Assigned: \_\_\_\_\_

Program Name \_\_\_\_\_

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: May 14, 2013

PRINCETON PUBLIC SCHOOLS

ACCEPTANCE OF GIFTS FORM

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Wells Fargo - Brittany Stearns

Description of gift: Matching Gifts - from community member - her employer matches her donation.

Pre-Condition, Condition, or Limitation on use:

How this gift specifically relates to the program or school: Middle School - annually - to use as they wish.

This gift meets all requirements of Policy 706

Accepted Not Accepted Michelle Czech Principal or Director Date: 3.20.17

Accepted Not Accepted Julia Espe Superintendent Date: 3.20.17

Accepted Not Accepted School Board Chairperson Date:

Code Assigned: Program Name

Routing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

In compliance with school district Policy 706 (Acceptance of Gifts), this form must be completed for approval by the School Board before the district receives the gift or donation.

Please obtain Principal or Director signature prior to sending to board for approval.

Donor name: Deep Portage Foundation

Description of gift: \$500.00 Check #035384

Pre-Condition, Condition, or Limitation on use:

6<sup>th</sup> grade Deep Portage Annual trip.

How this gift specifically relates to the program or school: Assists with costs associated with this overnight field trip.

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Date: 3/21/17  
Principal or Director

Accepted  Not Accepted [Signature] Date: 3.21.17  
Superintendent

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Chairperson

Code Assigned: \_\_\_\_\_ Program Name \_\_\_\_\_

Routing:  
Principal or Director (thank you note attached)  Copy to Building   
Business Services

Board Approval

Revised: May 14, 2013

## PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

Name of Field Trip Supervisor: <u>J. Lupkes</u> <u>K. Duden</u>	Name of group, club, or department: <u>FFA</u>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <u>FFA State Convention</u>	Destination: <u>St. Paul, MN</u> Round Trip Miles: <u>≈ 150</u>
Number of Students expected to participate: <u>30</u> Number of Teacher/Advisor Chaperones: <u>2</u> Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 5px;">                     9   10   11   12                 </div>
Date of Departure: <u>Sunday - April 23</u> Time of Departure: <u>1:30 pm</u>	Date of Return: <u>Tuesday - April 25</u> Time of Return: <u>≈ 4:30 pm</u>
School Hours Missed: (for single day trips) 1 2 3 4 5 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 <u>(2)</u> 2.5 3 3.5 4 other _____ <input type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This field trip occurs on a Sunday.

**How will this field trip be funded? (Check all that apply.)**

- Department budget (Code: Activities - FFA)
- 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: \_\_\_\_\_)

**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

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 150 X \$1.45 = 217.50 # of hours 30 X \$17.34 = 520.20  
 # of buses needed \_\_\_\_\_ X the combination of the two subtotals above = \_\_\_\_\_ (A) **\$737.70**

**II. Lodging Code:**  
 # of rooms 10 X # of nights 2 = total rooms 20 X cost of room 104.00 = 2080.00 (B) + tax

**III. Registration Code:**  
 # of students 30 X cost of registration 20 = \_\_\_\_\_ (C) 600  
 # of adults 2 X cost of registration 50 = \_\_\_\_\_ (D) 100 **\$700**

**IV. Substitute Code:**  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute 1 X # of days 2 X \$125 (approx) = \_\_\_\_\_ (F) **\$250.00**

**V. Meals Code:**  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \_\_\_\_\_

~~\$1791.10~~  
~~\$3767.10~~

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)

**Date Received (Office):** \_\_\_\_\_

**G. Building Administrative Review**  
*Activities Conflicts Highlighted Attached*

[Signature] 3/20/17 Approved  Not Approved   
 Activities Director Signature Date

[Signature] 3/22/17 Approved  Not Approved   
 Principal Signature Date

**District Review for Extended Trips**  
[Signature] 3.27.17 Approved  Not Approved   
 Superintendent Signature Date

\_\_\_\_\_  
 School Board Chairperson Signature Date Approved  Not Approved

Dear Parent:

## FFA STATE CONVENTION 2017

Your son or daughter has qualified to participate in a state level FFA Career Development Event or have been selected to represent our chapter as a delegate. The 2017 State FFA Convention is at the University of Minnesota in the Twin Cities. Our chapter delegation will be staying at the. The phone number there is. The following page will have an itinerary of our stay on April 23,24,25 There is no cost for this trip; however, students are required to pay for their meals. The breakfasts are included at the hotel. You will want to estimate about \$8-\$10 per meal for 4 meals. I do not foresee the need for any additional spending money unless they would like to buy a hat or shirt at the U of M bookstore or FFA Gift Shop on the campus or make a purchase at the Mall of America on Sunday Evening.

There is a dress code while on the campus that needs to be followed by your son or daughter.

### **DRESS CODE: FFA OFFICIAL DRESS**

**A black pair of slacks or a skirt (girls)**

**Skirts MUST BE of an appropriate and acceptable length**

**Dark shoes or boots/ Dark socks, (black nylons with skirt)**

**White button shirt are necessary including a dark tie or scarf. (Bow Ties are NOT considered Official Dress)**

**Black jeans are acceptable.**

**Hats are not acceptable. NO YOGA PANTS!**

**They will also need to wear the official FFA Jacket. We have some available if you do not have one.**

**Delegates and contestants will be expected to adhere to this dress code.**

Please encourage your son or daughter to dress and act appropriately at all times. Please remember, we are representing our families and communities. Thank you for allowing your child the privilege of attending the 2017 State FFA Convention. PLEASE NO OPEN BEVERAGE CONTAINERS, please arrive with brand new, never opened drinks,

Mrs. Lupkes' cell phone number is (612) 845-0489 or Ms. Reiman – 763-260-3796- in case of emergencies.

Please sign and return the attached forms and return them with your son or daughter.

Sincerely,

Jessica Lupkes  
Kristin Breakell  
FFA Advisors

Tentative Schedule (Times may change)

Sunday- April 23, 2017

- 1:00 pm: Bag Check and Bus leaves from north side of High School
- 2:30: Arrive at U of M– St Paul Band Practice and to Register
- 3:30 Bus arrives at Country Inn and Suites in Roseville
- 4:30 Bus leaves for Mall of America to eat
- 5:30 OPENNING CEREMONY, Reflections Program and Talent Contest
- 7:30: Band Members done with Practice
- 11:00 Students in their rooms for the night and quiet- no one leaves their rooms!

Monday April 24, 2017

- 6:00 Breakfast at hotel
- 6:30 Bus leaves for U of M
- 7:30 Career Development Events- Contests begin
- 8:30 First Delegate Session
- 11:00-3:00 Various Workshops (Attend minimum of 1)
- 11:30 Lunch
- 1:15 Delegate Session/ Band Practice
- 3:00 – PROFICIENCY Awards program- Mariucci
- 3:30 Bus goes back to hotel
- 4:00 Bus leaves for dinner
- 4:30 Dinner
- 6:00 Awards Night
- 11:00 Students in rooms for the night and quiet

Tuesday, APRIL25, 2017

- 6:30 Breakfast
- 8:00 Bus leaves for St. Paul campus  
(You must be packed and ready to return home when you leave)
- 8:30 Delegate Session/ Advisor's Meeting
- 9:30 Workshops (attend 1)/ Band Leaves
- 11:00 Band Concert- Mariucci
- 11:00 Take bus to Minneapolis campus/Eat
- 12:00 Awards Program/Delegate Session
- 3:00 Bus leaves for home
- 4:30 Bus arrives at High School

free will donation

FUNDRAISING APPROVAL FORM

Date of fundraiser: 4/4/17		Projected profit: No idea!	Amount earned:	
Group or organization proposing the fundraiser: Speech Team			Item(s) being sold: N/A	
Company/organization supplying items to be sold: N/A				
The money raised will be used for: Coach buses for next year				
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.		X	
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.		X	
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.		X	
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.		X	
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.		X	
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: 3/15/17		Teacher/Sponsor Signature: <i>Shirley McGarvey</i>		
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: 3/16/17		Administrator Signature: <i>James G. Haskins</i>		
Date: 3.20.17		Superintendent Signature: <i>Julia Espe</i>		
Date:		School Board Chair Signature:		



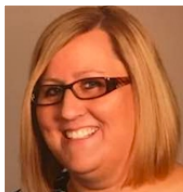
# Technology Integration 2016-17

School Board Update



# Jodi Burling

## Technology Integration Specialist



13 years in the district as a long term sub, 4-5 looping teacher, 5th grade, and 3rd grade teacher.

Passionate about educational technology and our students learning 21st Century Skills.

Contact information:

- [21st Century Skills Project](#)
- [jodi.burling@isd477.org](mailto:jodi.burling@isd477.org)
- [jodiburlingtech.youcanbook.me](http://jodiburlingtech.youcanbook.me)



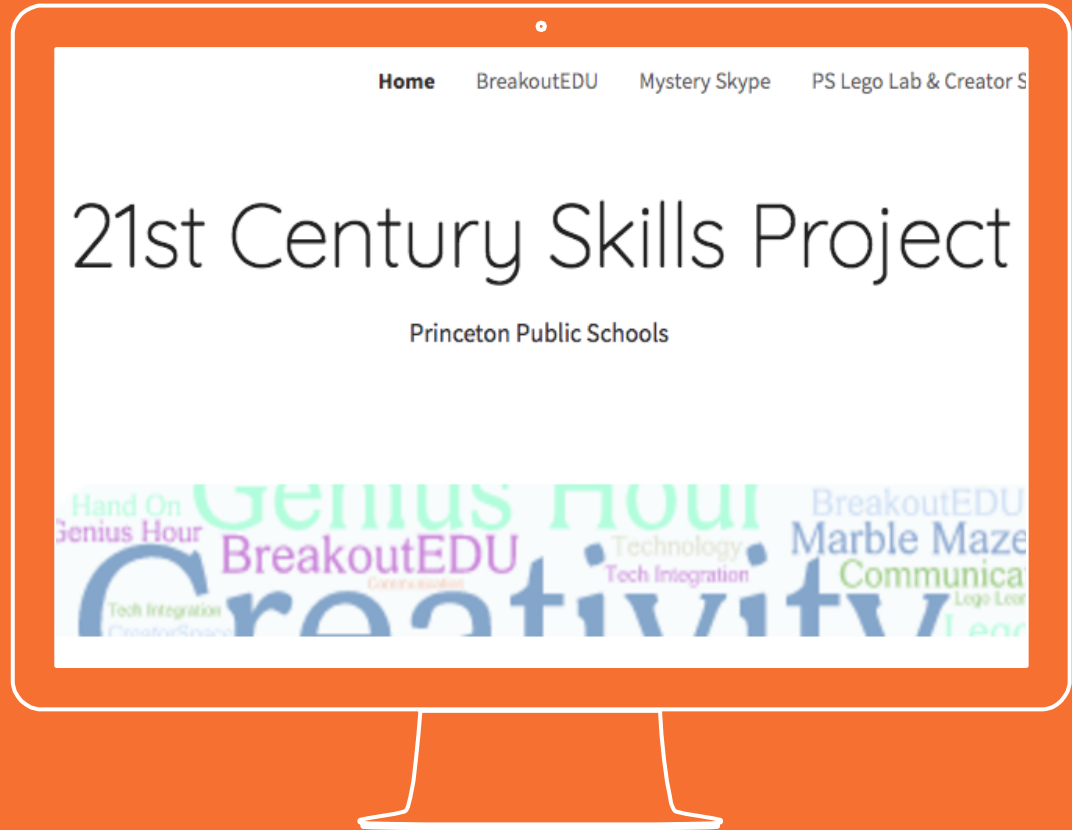
# What does technology integration look like in Princeton?

20

- Meeting with individual teachers and PLCs to discuss EdTech ideas & questions
- Co-teaching in classrooms to show students & staff innovative teaching experiences.
- Attending PD and sharing ideas learned with staff.
- Creating and leading PD opportunities for staff.
- Supporting and encouraging staff in various ways as they integrate technology into their classrooms!
- Lead and guide monthly technology coach meetings in each building.
- Guide MS tech team, setting up HS and IS student tech teams.

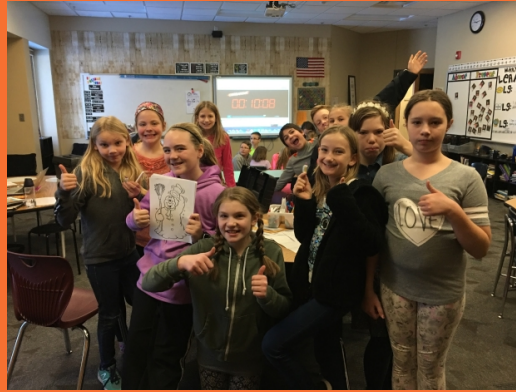
# The 21st Century Skills Project

My passion project this year, created to support and encourage the integration of 21st Century skills in all classrooms.



# BreakoutEDU

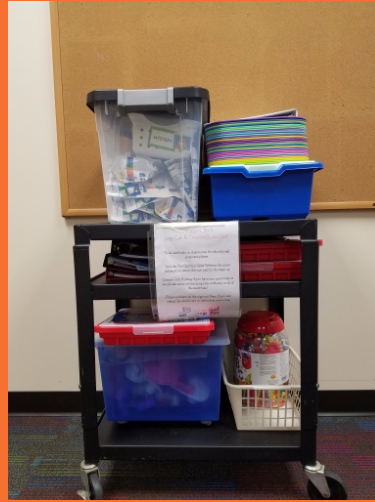
BreakoutEDU is the newest 21st Century Skill based teaching idea sweeping the country. BreakoutEDU involves teachers using games that involved collaboration, critical thinking and communication for students to "break in" by solving puzzles and unlocking different locks. Used as a review, introduction to new material or to encourage team work - the possibilities are endless.



# Lego Lab

The Lego Lab & Creator Space is on a cart in the 1st Floor iPad lab. This cart was created to put hands on minds on in the hands of teachers and students to provide creative and innovative learning opportunities. This cart can be used for any class as a way to develop your students 21st Century Skills while they are working on any of your standards.

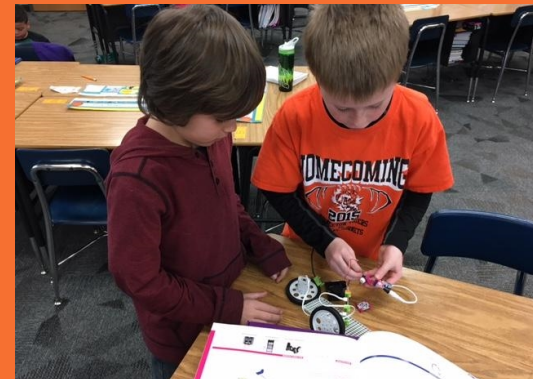
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# Mobile MakerSpace

MakerSpace is place where students can refine their 21st Century Skills of creativity, critical thinking, collaboration and communication while making, creating and exploring. Meant to be used across the curriculum, teachers can use this cart to enhance their lessons with student choice in how they represent their learning or as a lesson in and of itself. the MakerSpace cart is also ideal for Genius Hour time!

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# Co-Teaching

Teachers are able to “book me” to come into their classrooms to co-teach a lesson. This has been an extremely effective way for teachers to learn new technology with their students.

## Examples:

- iPad basics in Kindergarten
- BreakoutEDU will various grade levels (2nd - 12th so far!)
- Seesaw introduction and challenges in Primary and Intermediate
- Current client for Mrs. Brown’s STEM class
- 1:1 iPad basics & App Smashing
- Lego Education with Primary, Intermediate and Middle Schools!
- Mystery Skype in Intermediate School
- Using iPads for safe research in 1:1 classrooms
- Virtual Fieldtrips
- Using assistive technology features on Chromebooks

# Student Tech Teams

## Middle School -

Up and running, met for training two days this summer

- Blogging about tech help and ideas
- Available in the media center 1 class period each day to assist with student and teacher tech questions
- Help with repair of Chromebooks

## High School -

Applications closed March 31st, Jodi and Eric will begin interviewing candidates soon. Students will begin their work this spring and help with chromebook collection. Training will be provided in the summer.

## Intermediate School -

Will start next year, these students will be trained on iPad and Chromebook basics to help classmates. Will learn new apps and sites they can share with their teachers and classmates.

**PRINCETON PUBLIC SCHOOLS  
SCHOOL DISTRICT POLICY  
ON PICKETING**

Independent School District No. 477, Princeton, Minnesota, has a right and obligation to protect school grounds and to continue to conduct school business during an employee strike; public employees have a legal right to strike; that the following policy regulating picketing be adopted:

1. The proper and lawful access to and egress from School District property and facilities shall remain free from interference, or disruption or the imminent threat thereof.
2. No picketer while on private or public grounds adjacent to any School District building in which School District business is being conducted shall act in a manner threatening to the safety of persons or creating an interference that substantially disturbs the conduct of business.
3. Persons involved in picketing activities shall not obstruct or unreasonably interfere with the normal access to an egress from School District property and facilities; no picketing or activities collateral to or arising out of the picketing activities will be permitted in School District facilities while School District business is being conducted.
4. No person, while engaged in picketing activities on public or private grounds adjacent to any building in which a school or any class thereof is in session, shall willfully make or assist in the making of any noise or diversion which disturbs or imminently threatens to disturb the peace and good order of such session or class thereof.

Adopted: January 2, 1992

Revised: August 11, 1998

Revised (Renumbered): May 22, 2007

Revised: January 12, 2010

Reviewed: August 18, 2015

**Reviewed: March 21, 2017**

**PRINCETON PUBLIC SCHOOLS  
EMPLOYEE RECOGNITION / COMPENSATION**

I. Purpose

The purpose of this policy is to provide guidance for the district in providing proper incentives and improvement of employee morale through district recognition of staff.

II. General Statement of Policy

- A. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals, plaques and similar awards. It shall not include cash payment of any kind.
- B. The district, through the School Board, shall declare its intent to provide this recognition prior to the beginning of each school year. This declaration shall include a description of the types of incentives and the date they will be delivered. It is expected that the district will determine a list of priorities for each of the incentive types.
- C. The district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions in making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.
- E. The funding source for employee recognition events and/or items will come from donations.

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.

Independent School District #477  
Princeton, Minnesota 55371

Adopted: January 13, 2004  
Revised: July 7, 2015  
Reviewed: March 21, 2017

## PRINCETON PUBLIC SCHOOLS

### SCHOOL WEAPONS

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### III. DEFINITIONS

##### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a non student falls within one of the following categories:
  - 1. licensed peace officers, military personnel, or students or non students participating in military training, who are on duty performing official duties;
  - 2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for

“antique firearms which are carried or possessed as curiosities or for their historical significance or value.”

b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school

parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

## **V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION**

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school district does not allow 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.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON STUDENTS**

A. Employees

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

B. Other Non Students

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

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

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: June 9, 1992  
Revised: December 20, 1994  
Revised: October 24, 1995  
Revised: November 28, 1995  
Revised: October 13, 1998  
Revised: August 10, 2004  
Revised: August 4, 2015  
Reviewed: March 21, 2017

## PRINCETON PUBLIC SCHOOLS

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

#### I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

#### II. GENERAL STATEMENT OF POLICY

##### A. 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 by school officials 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.

##### B. 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.

##### C. 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.

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration 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.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U.S. Const., amend. IV  
 Minn. Const., art. I, §10  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
 Minn. Stat. §121A.72 (school locker policy)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6th Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
 MSBA/MASA Model Policy 418 (Drug-Free Workplace / Drug-Free School)  
 MSBA/MASA Model Policy 501 (School Weapons)  
 MSBA/MASA Model Policy 506 (Student Discipline)

Independent School District #477  
 Princeton, Minnesota 55371

Adopted: December 17, 2002  
 Revised: August 4, 2015  
 Reviewed: March 21, 2017

**PRINCETON PUBLIC SCHOOLS  
STUDENT ATTENDANCE**

**I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

**II. GENERAL STATEMENT OF POLICY**

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility

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

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain

accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

##### 1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal

guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- b. The following reasons shall be sufficient to constitute excused absences:
- (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - (10) Family emergencies.
  - (11) Active duty in any military branch of the United States.
  - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
  - (13) Other reasons approved by building administrators.
- c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within time frame stated in the student handbook. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

## 2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.

## b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. Days during which a student is suspended from

school shall not be counted in a student's total cumulated unexcused absences.

- (2) In cases of recurring unexcused absences, each building will follow the processes outlined in their handbook for communicating with the parents of the student about the absences. Administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minn. Stat. §§ 260C.007 Subd. 6, section 14.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.

- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include parent conference, detention, suspension or referral to county agency.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any schoolsponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days or more if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject

to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)  
~~Minn. Stat. § 120A.30 (Attendance Officers)~~  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)  
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)  
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)  
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** Princeton Policy 506 (Student Discipline)

Adopted: March 22, 2005  
Revised: December 20, 2011  
Reviewed: January 20, 2015  
Revised: March 21, 2017

**PRINCETON PUBLIC SCHOOLS  
ENROLLMENT OF NONRESIDENT STUDENTS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a

pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence; or except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.

D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled

students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment.

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

2. The school district may also terminate the enrollment of a nonresident student over ~~16~~ 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
  3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.
- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

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

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

Adopted: October 14, 2003  
 Revised: June 25, 2013  
 Revised: June 16, 2015  
 Revised: March, 21 2017

**PRINCETON PUBLIC SCHOOLS  
STUDENT FUNDRAISING**

**I. PURPOSE**

The purpose of this policy is to address fundraising for the district including student fundraising.

**II. GENERAL STATEMENT OF POLICY**

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.

~~Fundraising during the school day is not allowed.~~

**III. DEFINITIONS**

- A. School fundraisers are approved fundraisers conducted by students, staff, or parent groups. These fundraisers fall under the provisions of Section IV.
- B. Non-School fundraisers are fundraisers conducted by groups outside the jurisdiction of the schools.

**IV. SCHOOL FUNDRAISING**

- A. All school fundraising must be approved in advance by the appropriate administrator, Superintendent and School Board. The purpose of each fundraiser must be identified and approved in advance. A form shall be available in each district building for this approval.
- B. School fundraising shall not be conducted for the purpose of hiring licensed or support staff.
- C. School fundraising shall not be conducted for the purpose of maintenance projects.
- D. Individual student participation is optional. Students shall 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. Staff shall not use their positions of

influence to pressure students to participate nor shall students who do not participate in any way be penalized.

- E. Whenever possible, local businesses will be given opportunities to provide fundraising services or products.
- F. The school district expects all students who participate in approved fundraising activities to represent 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.
- G. Door-to-door sales are discouraged, but if approved, students may be allowed to sell according to the following guidelines:
  - 1. K-8: Allowed only if parent or guardian is with student
  - 2. 9-12: Allowed only if two or more students work together
- H. The school district will provide alternative ways for people to donate money to schools without purchasing fundraiser products (see #3 on fundraising approval form).
- I. Information explaining the district's fundraising policy will be summarized in fundraising materials and the full policy will be available on the school district website or from the school offices.
- J. ~~The superintendent or designee will submit to the school board annually (after Auditor's report is completed) a report detailing fundraising activities, the amount earned, and how the funds were utilized.~~
- K. Beginning in 2007-08 school year, fundraising items consumed on school property must follow ~~USDA guidelines~~ Federal and State Law.

## V. NON-SCHOOL FUNDRAISING

- A. Non-school groups who conduct fundraising to benefit school programs independently will be treated in accordance with policy #706 (Acceptance of Gifts).
- B. Any employee of the school district involved in fundraising with a non-school group must maintain a clear separation between the group and the school by:

- Communicating to students and parents that the fundraiser is a non-school effort;
  - Clearly stating to students that their participation is optional and that there is no penalty for not participating;
  - Meeting the provisions of the “Distribution of Materials” policies 505 and 904;
  - Ensuring that no fundraising costs are incurred by the district.
- C. Non-school groups may conduct fundraisers to support school activities on school property if they meet the following conditions:
- It is made clear that the fundraiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials.
  - Pre-approval of the fundraising activity is received from the appropriate administrator and Superintendent.
  - The purpose of the fundraiser has been approved by the appropriate administrator and Superintendent and is clearly communicated to all participants.
  - No cost associated with the fundraiser is incurred by the district.
  - The group is a non-profit organization.

**Legal References:**     Minn. Stat. §120A.20 (Age Limitations; Pupils)  
                               Minn. Stat. § 123B.09, Subd. 8 (Duties)  
                               Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:**    **505** Distribution of Nonschool Sponsored Materials on School Premises  
                                   by Students and Employees  
                               **506** Student Discipline  
                               **533** Wellness  
                               **706** Acceptance of Gifts  
                               **904** Distribution of Materials on School District Property by Nonschool Persons

Adopted: February 26, 2002  
 Revised: September 26, 2006  
           Revised: July 17, 2007  
           Revised: October 13, 2009  
 Reviewed: February 16, 2016  
           Revised: March 21, 2017

## FUNDRAISING APPROVAL FORM

Date of fundraiser:		Projected profit:		Amount earned:	
Group or organization proposing the fundraiser:				Item(s) being sold:	
Company/organization supplying items to be sold:					
The money raised will be used for:					
<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).				
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:**

**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. \_\_\_\_\_ APPROVED      \_\_\_\_\_ NOT APPROVED

**Date:**

**Administrator Signature:**

Date:

Superintendent Signature:

**Date:**

**School Board Chair Signature:**

**PRINCETON PUBLIC SCHOOLS**  
**SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

**I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

**III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.

- B. “Official school publications” means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.
- C. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student

activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. advertises or promotes any product or service not permitted for minors by law;
  - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - 5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
  - 6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district’s actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
  - 1. assuring that participants learn whatever lessons the activity is designed to teach;

2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** 904 (Distribution of Materials on School District Property by Non School Persons)  
 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)  
 506 (Student Discipline)

Adopted: October 10, 2006  
 Reviewed: October 13, 2009  
 Revised: August, 18, 2015  
 Reviewed: March 21, 2017

**Princeton Public Schools**  
**PROTECTION AND PRIVACY OF PUPIL RECORDS**

**I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

**II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

**III. DEFINITIONS**

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

#### D. Directory Information

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

Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or

5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:
    - (1) are made and maintained in the normal course of business;
    - (2) relate exclusively to the individual in that individual's

capacity as an employee; and

- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

#### F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

#### G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

#### H. 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 education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or 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.

#### I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

#### J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal

knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *Superintendent*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) 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 (d) 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.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither

their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

## VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data

subject is authorizing to disclose information about the data subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

#### 6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

#### B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State

Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule,

attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of

compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This

information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the

actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid

being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the

county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
  
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

#### C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the

student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VII. RELEASE OF DIRECTORY INFORMATION**

### **A. Classification**

Directory information is public except as provided herein.

### **B. Former Students**

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

### **C. Present Students and Parents**

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other

non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

## B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, 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 occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as

protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as non public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name,

address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority *Superintendent* in writing by *[date]* each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and

accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisdisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisdisclosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisdisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly redisclosed personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
  
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
  
4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

- B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise

in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

#### C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the

school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

#### D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

### **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

### **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

#### A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in

writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

## **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the

U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

**B. Notification to Parents of Students Having a Primary Home Language Other Than English**

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

**C. Notification to Parents or Eligible Students Who are Disabled**

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)  
**Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)**  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

***Cross References:*** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School  
Records – Privacy – Access to Data)

Adopted: April 23, 1996

Revised: January 14, 1997

Revised: August 10, 2004

Revised: April 13, 2010

Revised: April 15, 2014

Reviewed: August 18, 2015

Revised: March 21, 2017

## PUBLIC NOTICE

Independent School District No. 477 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other

employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section ~~7165~~ 4155 of the federal No Child Left Behind Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202
- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and
- h. That copies of the school district’s policy regarding the protection and privacy of school records are located on the District’s website.

2. Independent School District No. 477 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 477 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed

only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**

c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

**(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**

**(2) HOME ADDRESS;**

**(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**

**(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**

**(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. 477 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting

officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL BY OCTOBER 1 OF EACH SCHOOL YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

INDEPENDENT SCHOOL DISTRICT NO. 477  
PRINCETON, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(a)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

- \_\_\_\_\_ Juvenile delinquency investigation/prosecution
- \_\_\_\_\_ Child protection assessment/investigation
- \_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**RESPONSE TO REQUEST:**

The school must provide the following information on request:

**INFORMATION REQUESTED:** *(mark all that apply)* **RESPONSE PROVIDED:** *(yes/no)*

- \_\_\_\_\_ Student's full name
- \_\_\_\_\_ Home address
- \_\_\_\_\_ Telephone number
- \_\_\_\_\_ Date of birth
- \_\_\_\_\_ Student's school schedule
- \_\_\_\_\_ Attendance record
- \_\_\_\_\_ Photographs, if any; and

\_\_\_\_\_  
\_\_\_\_\_  
Parents' names, home addresses, and  
telephone numbers

~~A record of the written request and of the release must be maintained in the student's file.~~

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. §13.09.

\_\_\_\_\_  
\_\_\_\_\_  
Signature/Title

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

\_\_\_\_\_ Juvenile delinquency investigation/prosecution

\_\_\_\_\_ Child protection assessment/investigation

\_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** (*mark all that apply*)    **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

- \_\_\_\_\_ Use of a controlled substance, alcohol, or tobacco
- \_\_\_\_\_ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8
- \_\_\_\_\_ Possession or use of weapons or look-alike weapons
- \_\_\_\_\_ Theft
- \_\_\_\_\_ Vandalism and damage to property

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_  
Signature/Title

Adopted: August 10, 2010  
Revised: March 21, 2017

**PRINCETON PUBLIC SCHOOLS**  
**DNR-DNI ORDERS**

**I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

***Cross References:***

Princeton Public Schools  
Princeton, MN

Adopted: October 10, 2006

Reviewed: August 18, 2015

Revised: March 21, 2017

**PRINCETON PUBLIC SCHOOLS****INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES****I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school

district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare

Agency and Local Law Enforcement Agency Upon Receipt of a Report)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #477  
Princeton, Minnesota 55371

Adopted: November 14, 2006

Revised: May 5, 2016

**Reviewed: March 21, 2017**

**PRINCETON PUBLIC SCHOOLS  
STUDENT DISABILITY NONDISCRIMINATION**

**I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

**II. GENERAL STATEMENT OF POLICY**

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

**III. COORDINATOR**

Persons who have questions or comments, should contact the Director of Teaching & Learning, 706 1<sup>st</sup> St. Princeton, MN 55371 phone 763-389-7278. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the

accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

***Legal References:*** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Adopted: May 11, 2004  
Revised: August 10, 2010  
Revised: October 21, 2014  
Revised: August 18, 2015  
Reviewed: March 21, 2017

**PRINCETON PUBLIC SCHOOLS  
STUDENT SEX NONDISCRIMINATION**

**I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex or gender identity.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex or gender identity.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Human Resource Director at 706 First Street, Princeton, Minnesota 55371 (763-389-6181) as its Title IX Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

**III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful

sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. 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 unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal 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 principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Human Resource Director, at 706 1st St., Princeton, MN 55371, and phone number 763-389-6181, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. 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 Resource Director Title IX coordinator and human rights officer(s), including office mailing addresses of 706 1st St. Princeton, MN 55371 and telephone number 763-389-6181.
- F. Submission of a good faith complaint, grievance or report of unlawful sex

discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly 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 document 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 unlawful sex discrimination toward a student.
- 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.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, 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.

## **VI. 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 reports alleged unlawful sex discrimination toward a student 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 unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. 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, or contacting the Office of Civil Rights for the United States Department of Education.

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

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous Basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
 Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: Princeton Policy 102 (Equal Educational Opportunity)  
 Princeton Policy 413 (Harassment and Violence)  
 Princeton Policy 528 (Student Parental, Family, and Marital Status  
 Nondiscrimination)

Adopted: May 11, 2004  
 Revised: November 24, 2009  
 Reviewed: March 22, 2011  
 Reviewed: May 8, 2012  
 Revised: October 8, 2013  
 Revised: January 20, 2015  
 Revised: March 21, 2017

## **PRINCETON PUBLIC SCHOOLS IMMUNIZATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

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

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or

guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their homeschooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

## **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
  1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  3. review student health records to determine whether the required information has been provided; and
  4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C. and D]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the

student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 121A.17 (School Board Responsibilities)  
 Minn. Stat. § 144.29 (Health Records; Children of School Age)  
 Minn. Stat. § 144.3351 (Immunization Data)  
 Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
 Minn. Stat. § 144.442 (Testing in Schools)  
 Minn. Rules Parts 4604.0100-4604.1000 (Immunization)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
 Op. Atty. Gen. 169-W (July 23, 1980)  
 Op. Atty. Gen. 169-W (Jan. 17, 1968)

**Cross References:** Princeton Policy 515 (Protection and Privacy of Pupil Records)

Adopted: November 14, 2006

Revised: September 13, 2011

Revised: September 1, 2015

# Student Immunization Form

Student Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Student Number \_\_\_\_\_

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

**FOR SCHOOL USE ONLY**

- ( ) Complete; booster required in \_\_\_\_\_
- ( ) In process; 8 mos. expires \_\_\_\_\_
- ( ) Medical exemption for \_\_\_\_\_
- ( ) Conscientious objection for \_\_\_\_\_
- ( ) Parental/guardian consent \_\_\_\_\_

**Parent/Guardian:**

You may attach a copy of the child's immunization history to this form OR enter the MONTH, DAY, and YEAR for all vaccines your child received. Enter MED to indicate vaccines that are medically contraindicated including a history of disease, or laboratory evidence of immunity and CO for vaccines that are contrary to parent or guardian's conscientiously held beliefs.

Sign or obtain appropriate signatures on reverse. Complete section 1A or 1B to certify immunization status and section 2A to document medical exemptions (including a history of varicella disease) and 2B to document a conscientious exemption.

Additionally, if a parent or guardian would like to give permission to the school to share their child's immunization record with Minnesota's immunization information system, they may sign section 3 (optional).

For updated copies of your child's vaccination history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 800-657-3970.

**School Personnel:** Be sure to initial and date any new information that you add to this form after the parent/guardian submits it. Also, record combination vaccines (e.g., DTaP+HepB+IPV, Hib+HepB) in each applicable space.

Type of Vaccine	DO NOT USE (✓) or (✗)	1st Dose Mo/Day/Yr	2nd Dose Mo/Day/Yr	3rd Dose Mo/Day/Yr	4th Dose Mo/Day/Yr	5th Dose Mo/Day/Yr
<b>Required</b> (The shaded boxes indicate doses that are not routinely given; however, if your child has received them, please write the date in the shaded box.)						
<b>Diphtheria, Tetanus, and Pertussis</b> (DTaP, DTP, DT) • for children age 6 years and younger • final dose on or after age 4 years						
<b>Tetanus and Diphtheria</b> (Td) • for children age 7 years and older • 3 doses of Td required for children not up to date with DTaP, DTP, or DT series above						5th dose not required if 4rd dose was given on or after the 4th birthday
<b>Tetanus, Diphtheria and Pertussis</b> (Tdap) • for children in 7th - 12th grade						
<b>Polio</b> (IPV, OPV) • final dose on or after age 4 years						4th dose not required if 3rd dose was given on or after the 4th birthday
<b>Measles, Mumps, and Rubella</b> (MMR) • minimum age: on or after 1st birthday						
<b>Hepatitis B</b> (hep B)						
<b>Varicella</b> (chickenpox) • minimum age: on or after 1st birthday • vaccine or disease history required						
<b>Meningococcal</b> (MCV, MPSV) • for children in 7th - 12th grade • booster given at age 16 years						
<b>Recommended</b>						
<b>Human Papillomavirus</b> (HPV)						
<b>Hepatitis A</b> (hep A)						
<b>Influenza</b> (annually for children 6 months and older)						

**Additional exemptions:**

- **Children 7 years of age and older:** A history of 3 doses of DTaP/DTP/DT/Td/Tdap and 3 doses of polio vaccine meets the minimum requirements of the law.
- **Students in grades 7-12:** A Tdap at age 11 years or later is required for students in grades 7-12. If a child received Tdap at age 7-10 years another dose is not needed at age 11-12 years. However, if it was only a Td, a Tdap dose at age 11-12 years is required.
- **Students 11-15 years of age:** A 3rd dose of hepatitis B vaccine is not required for students who provide documentation of the alternative 2-dose schedule.
- **Students 18 years of age or older:** Do not need polio vaccine.

**Instructions, please complete:**

Box 1 to certify the child's immunization status

Box 2 to file an exemption (medical or conscientious)

Box 3 to provide consent to share immunization information (optional)

<p><b>1. Certify Immunization Status.</b> Complete A or B to indicate child's immunization status.</p>	
<p><b>A. Received all required immunizations:</b> I certify that this student has received all immunizations required by law.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of Parent / Guardian OR Physician / Public Clinic</p> <p>_____ Date</p>	<p><b>B. Will complete required immunizations within the next 8 months:</b> I certify that this student has received at least one dose of vaccine for diphtheria, tetanus, and pertussis (if age-appropriate), polio, hepatitis B, varicella, measles, mumps, and rubella and will complete his/her diphtheria, tetanus, pertussis, hepatitis B, and/or polio vaccine series within the next 8 months.</p> <p>The dates on which the remaining doses are to be given are:</p>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of Physician / Public Clinic</p> <p>_____ Date</p>

<p><b>2. Exemptions to School Immunization Law.</b> Complete A and/or B to indicate type of exemption.</p>	
<p><b>A. Medical exemption:</b> No student is required to receive an immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a student to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign this statement: I certify the immunization(s) listed below are contraindicated for medical reasons, laboratory evidence of immunity, or that adequate immunity exists due to a history of disease that was laboratory confirmed (for varicella disease see * below). List exempted immunization(s):</p>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of physician/nurse practitioner/physician assistant</p> <p>_____ Date</p> <p>*History of varicella disease only. In the case of varicella disease, it was medically diagnosed or adequately described to me by the parent to indicate past varicella infection in _____ (year)</p>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of physician/nurse practitioner/physician assistant (If disease occurred before September 2010, a parent can sign.)</p>	<p><b>B. Conscientious exemption:</b> No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health or life of the student or others they come in contact with. In a disease outbreak schools may exclude children who are not vaccinated in order to protect them and others. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the following statement and have it notarized: I certify by notarization that it is contrary to my conscientiously held beliefs for my child to receive the following vaccine(s):</p>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of parent or legal guardian</p> <p>_____ Date</p> <p>Subscribed and sworn to before me this: _____ day of _____ 20____</p>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of notary</p>

<p><b>3. Parental/Guardian Consent to Share Immunization Information (optional):</b> Your child's school is asking your permission to share your child's immunization documentation with MIIC, Minnesota's immunization information system, to help better protect students from disease and allow easier access for you to retrieve your child's immunization record. You are not required to sign this consent; it is voluntary. In addition, all the information you provide is legally classified as private data and can only be released to those legally authorized to receive it under Minnesota law.</p> <p>I agree to allow school personnel to share my student's immunization documentation with Minnesota's immunization information system:</p>	
<hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Signature of parent or legal guardian</p>	<hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>Date</p>



High School Health Office Phone 763.389.6019 Fax 763.389.5816

Middle School Health Office Phone 763.389.6723 Fax 763.389.6737

Princeton Intermediate Health Office Phone 763.389.6803 Fax 763.389.6850

Princeton Primary Health Office Phone 763.389.6904 Fax 763.839.6920

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March 2017

Dear Parent/Guardian,

Minnesota State Law requires that all students entering 7th grade provide written proof of being fully immunized before he/she begins school in September. These requirements can be waived only for medical reasons or with conscientious objections. A dose of Tdap and Meningococcal are required for children entering 7th grade. Current records at school indicate that your child needs the following: Enclosed is the Student Immunization Form indicating what is missing on your child's record and a waiver is on the back if this is needed.

\_\_\_ Tdap/Td (tetanus-diphtheria booster)

\_\_\_ MCV (meningococcal)

\_\_\_ Hepatitis B (three shot series) \_\_\_ 1st dose \_\_\_ 2nd dose \_\_\_ 3rd dose

\_\_\_ Varicella (chickenpox) or record signed by physician of month and year of disease

\_\_\_ Second MMR (measles, mumps, rubella)

It is important that you take the time to get this task done as soon as possible and return the enclosed form or record of immunizations to the school as soon as it is completed. **Minnesota State Law requires the school district to not allow your child to attend school until the immunization is received.** If we do not receive this documentation by the Middle School Open House 2017; your 7th grader will not receive his/her class schedule at the open house night.

If you do not have health insurance or your health insurance does not cover the cost of immunizations, please call Sherburne County Public Health at 763-241-2750; Mille Lacs County Public Health at 320-983-8318; Isanti County Public Health at 763-689-4701 or Benton County Public Health at 320-969-5087 for more information.

We want to help your child be ready for school on the very important first day of school, so please call or email now regarding any questions or concerns.

Sincerely,

Mary Appleton, RN, LSN  
District Nurse



PRINCETON PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 477  
Mary Appleton District Nurse Phone 763.389.6195 Fax 763.389.9142  
706 First Street, Princeton, MN 55371  
[mary.appleton@isd477.org](mailto:mary.appleton@isd477.org)

High School Health Office Phone 763.389.6019 Fax 763.389.5816  
Middle School Health Office Phone 763.389.6723 Fax 763.389.6737  
Princeton Intermediate Health Office Phone 763.389.6803 Fax 763.389.6850  
Princeton Primary Health Office Phone 763.389.6904 Fax 763.839.6920

Date: \_\_\_\_\_

Student: \_\_\_\_\_

### **INCOMPLETE IMMUNIZATION RECORDS**

Dear Parent/Guardian,

Minnesota Statutes Section 121A.15 requires that all children be immunized to attend school. These requirements can be **waived only for medical reasons or with conscientious objections.**

Our records show that your child does not have or has not completed the required immunizations and therefore **is not in compliance with the state immunization law.**

#### **Your child needs:**

\_\_\_\_\_ DTP (tetanus, diphtheria & pertussis) #

\_\_\_\_\_ Td/Tdap (tetanus & diphtheria/acellular pertussis)

\_\_\_\_\_ Polio #

\_\_\_\_\_ MMR (measles, mumps, rubella) #

\_\_\_\_\_ MCV, MPSV (meningococcal) #

\_\_\_\_\_ Hepatitis A #

\_\_\_\_\_ Hepatitis B #

\_\_\_\_\_ Varicella (chickenpox) # vaccine or disease history required

Immunization records may be mailed to the school, brought to the school health office, or faxed to the school health office. If you have any questions or if you need any assistance obtaining your child's immunizations please call your child's School Health Assistant or the District Nurse (at the number listed above).

**PLEASE NOTE:** If you do not have health insurance or your health insurance does not cover the cost of immunizations, please call Sherburne County Public Health at 763.241.2750 (1.800.433.5237); Mille Lacs County Public Health at 320.983.8318 (1.800.983.8385); Isanti County Public Health at 763.689.4071 or Benton County Public Health at 320.968.5087 (1.800.530.6254) for more information and assistance.

Date: \_\_\_\_\_

Student: \_\_\_\_\_

**INCOMPLETE IMMUNIZATION RECORDS - FINAL REQUEST**

Dear Parent/Guardian,

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Our records indicate that your child has not completed the required immunizations and therefore is not in compliance with the state immunization law.

Your child needs the following immunizations to be in compliance:

\_\_\_\_ DTP (diphtheria, tetanus and pertussis) #

\_\_\_\_ Td/Tdap (tetanus and diphtheria/acellular pertussis)

\_\_\_\_ Polio #

\_\_\_\_ MMR (measles, mumps, rubella) #

\_\_\_\_ MCV (meningococcal) #

\_\_\_\_ Hepatitis B #

\_\_\_\_ Varicella (chickenpox) #

Documentation must be provided by your healthcare provider.

**If we do not receive documentation or waiver by \_\_\_\_\_ (date) your child will be excluded from school on this date until documentation or immunization is complete.**

A student immunization form is included here to attach with the record. If you are filing a waiver for immunization please indicate which immunizations and complete the sections on the back side of this form. The waiver requires physician signature for a medical waiver and parent signature certified by a notary for conscientious exemption.

Immunization records may be mailed to the school, brought to the health office or faxed to the health office. If you have any questions or if you need any assistance obtaining your child's immunizations, please call your child's school health office (at number listed above) or the District Nurse or the school's principal.

## 2018 UNASSIGNED BUDGET PROJECTIONS

2017 Unassigned Revenue	\$30,453,315.00
2018 Estimated Increase	\$432,000.00

<b>TOTAL Estimated Revenue</b>	<b>\$30,885,315.00</b>
--------------------------------	------------------------

2017 Unassigned Expenses	\$31,118,354.00
2018 Estimated Salary Increase	\$800,000.00
2018 Estimated Other Increase	\$150,000.00
<b>Total Estimated Expenses</b>	<b>\$31,918,354.00</b>

<b>VARIANCE</b>	<b>-\$1,033,039.00</b>
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### REVENUE CHANGES

Enrollment of 3138 (K-12)  
Special Education  
State Increase of 1%  
Levy Change

### EXPENSE CHANGES

Salary Increase Estimated  
Other Increases Estimated

Note: This assumes we will receive ADSIS for another two years  
If we don't receive ADSIS we would need to adjust those staffing positions

2017 ESTIMATED FUND BALANCE					
	2016 Actual Fund Balance	2017 Estimated Revenues	2017 Estimated Expense	2017 Estimated Fund Balance	2017 Estimated Variance
<b>UNASSIGNED</b>	<b>\$4,995,328.00</b>	<b>\$30,453,315.00</b>	<b>\$31,118,354.00</b>	<b>\$4,330,289.00</b>	<b>-\$665,039.00</b>
<b>TOTAL FUND BALANCE</b>	<b>\$11,138,730.00</b>	\$34,839,103.00	\$37,285,989.00	<b>\$8,691,844.00</b>	<b>-\$2,446,886.00</b>
<b>Unassigned Fund Balance History</b>					
2013 Actual UA Fund Balance	\$4,730,680.97				
2014 Actual UA Fund Balance	\$4,448,158.41				
2015 Actual UA Fund Balance	\$4,519,239.07				
2016 Actual UA Fund Balance	\$4,995,328.00				
<b>Total Fund Balance History</b>					
2013 Actual Total Fund Balance	\$14,020,156.14				
2014 Actual Total Fund Balance	\$12,508,726.79				
2015 Actual Total Fund Balance	\$12,551,274.92				
2016 Actual Total Fund Balance	\$11,138,730.00				

**2018 ESTIMATED FUND BALANCE**

2018 ESTIMATED FUND BALANCE					
2018A1					
Without Additions Requested	2017 Estimated Fund Balance	2018 Estimated Revenues	2018 Estimated Expense	2018 Estimated Fund Balance	2017 Estimated Variance
<b>UNASSIGNED</b>	<b>\$4,330,289.00</b>	<b>\$30,885,315.00</b>	<b>\$31,918,354.00</b>	<b>\$3,297,250.00</b>	<b>-\$1,033,039.00</b>
<b>2018A2</b>					
Requested Additions in 2016-2017 that weren't added		Add'l \$441,500.00			
<b>UNASSIGNED</b>	<b>\$4,330,289.00</b>	<b>\$30,885,315.00</b>	<b>\$32,359,854.00</b>	<b>\$2,855,750.00</b>	<b>-\$1,474,539.00</b>
<b>2017A3</b>					
Requested Additions for 2016-2017		Add'l \$118,000.00			
<b>UNASSIGNED</b>	<b>\$4,330,289.00</b>	<b>\$30,885,315.00</b>	<b>\$32,036,354.00</b>	<b>\$3,179,250.00</b>	<b>-\$1,151,039.00</b>
<b>Unassigned</b>	<b>2018A2</b>	<b>Unassigned</b>	<b>2018A3</b>		
Primary/Intermediate Assistant Principal	\$98,000.00	Math Coach(Grant, Staff Dev. or Unassigned	\$32,500.00		
.375 Custodial Delivery/Custodial	\$20,500.00	1 Position for Primary Interventions (ADSIS)	\$65,000.00		
Communications Coordinator	\$74,000.00	.375 Custodial Delivery/Custodial	\$20,500.00		
Technology Technician	\$54,000.00	Staff Development for Coaches (Staff Dev.)	\$0.00		
2 positions for Intervention K-8	\$130,000.00				
Math Coach	\$65,000.00				
Staff Development for Coaches	Staff Development				
<b>Total</b>	<b>\$441,500.00</b>	<b>Total</b>	<b>\$118,000.00</b>		

**2018A1**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>
2017 Estimated Revenues	\$30,453,315.00	2017 Estimated Revenues	\$30,453,315.00	2017 Estimated Revenues	\$30,148,781.85	2016 Estimated Revenues	\$30,605,581.58
2017 Estimated Expenses	\$31,118,354.00	2017 Estimated Expenses	\$30,495,986.92	2017 Estimated Expenses	\$30,807,170.46	2016 Estimated Expenses	\$31,429,537.54
<b>2017 Estimated Fund Balance</b>	<b>\$4,330,289.00</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
<b>2017 Estimated Fund Balance</b>	<b>\$4,330,289.00</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
2018 Estimated Revenues	\$30,885,315.00	2018 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,885,315.00
2018 Estimated Expenses	\$31,918,354.00	2018 Estimated Expenses	\$31,918,354.00	2017 Estimated Expenses	\$31,918,354.00	2017 Estimated Expenses	\$31,918,354.00
<b>2018 Estimated Fund Balance</b>	<b>\$3,297,250.00</b>	<b>2018 Estimated Fund Balance</b>	<b>\$3,919,617.08</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,303,900.39</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,138,333.04</b>
	-\$1,033,039.00		-\$1,033,039.00		-\$1,033,039.00		-\$1,033,039.00
<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>
<b>Est. Fund Balance Above 10%</b>	<b>\$106,415.00</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$728,782.08</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$113,065.39</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$52,501.97</b>
<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$52,501.97</b>
		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
		<b>2016 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
		2017 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,576,461.85	2017 Estimated Revenues	\$31,039,741.58
		2017 Estimated Expenses	\$31,279,986.92	2017 Estimated Expenses	\$31,599,170.46	2017 Estimated Expenses	\$32,237,537.54
		<b>2017 Estimated Fund Balance</b>	<b>\$4,557,984.16</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,314,230.78</b>	<b>2017 Projected Fund Balance</b>	<b>\$2,973,576.07</b>
			-\$394,671.92		-\$1,022,708.61		-\$1,197,795.97
		<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>
		<b>Est. Fund Balance Above 10%</b>	<b>\$1,367,149.16</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$123,395.78</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$217,258.93</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$217,258.93</b>



**2018A3**

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>	<b>2016 Actual Fund Balance</b>	<b>\$4,995,328.00</b>
2017 Estimated Revenues	\$30,453,315.00	2017 Estimated Revenues	\$30,453,315.00	2017 Estimated Revenues	\$30,148,781.85	2016 Estimated Revenues	\$30,605,581.58
2017 Estimated Expenses	\$31,118,354.00	2017 Estimated Expenses	\$30,495,986.92	2017 Estimated Expenses	\$30,807,170.46	2016 Estimated Expenses	\$31,429,537.54
<b>2017 Estimated Fund Balance</b>	<b>\$4,330,289.00</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>		<b>100% of Revenues Received &amp; 100% of Expenditures Expended</b>	
<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>		<b>2017 Estimated Revenues &amp; Expenses</b>	
<b>2017 Estimated Fund Balance</b>	<b>\$4,330,289.00</b>	<b>2017 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
2018 Estimated Revenues	\$30,885,315.00	2018 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,885,315.00
2018 Estimated Expenses	\$32,036,354.00	2018 Estimated Expenses	\$32,036,354.00	2017 Estimated Expenses	\$32,036,354.00	2017 Estimated Expenses	\$32,036,354.00
<b>2018 Estimated Fund Balance</b>	<b>\$3,179,250.00</b>	<b>2018 Estimated Fund Balance</b>	<b>\$3,801,617.08</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,185,900.39</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,020,333.04</b>
	-\$1,151,039.00		-\$1,151,039.00		-\$1,151,039.00		-\$1,151,039.00
<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>
<b>Est. Fund Balance Above 10%</b>	<b>-\$11,585.00</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$610,782.08</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$4,934.61</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$170,501.97</b>
<b>Reductions to maintain 10% in Unassigned</b>	<b>\$12,000.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$5,000.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$170,000.00</b>
		<b>100% of Revenues Received &amp; 98% of Expenditures Expended</b>		<b>99% of Revenues Received &amp; 99% of Expenditures Expended</b>		<b>100.5% of Revenues Received &amp; 101% of Expenditures Expended</b>	
		<b>2016 Estimated Fund Balance</b>	<b>\$4,952,656.08</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,336,939.39</b>	<b>2016 Estimated Fund Balance</b>	<b>\$4,171,372.04</b>
		2017 Estimated Revenues	\$30,885,315.00	2017 Estimated Revenues	\$30,576,461.85	2017 Estimated Revenues	\$31,039,741.58
		2017 Estimated Expenses	\$31,395,626.92	2017 Estimated Expenses	\$31,715,990.46	2017 Estimated Expenses	\$32,356,717.54
		<b>2017 Estimated Fund Balance</b>	<b>\$4,442,344.16</b>	<b>2017 Estimated Fund Balance</b>	<b>\$3,197,410.78</b>	<b>2017 Projected Fund Balance</b>	<b>\$2,854,396.07</b>
			-\$510,311.92		-\$1,139,528.61		-\$1,316,975.97
		<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>	<b>10% of unassigned Expenditures</b>	<b>\$3,190,835.00</b>
		<b>Est. Fund Balance Above 10%</b>	<b>\$1,251,509.16</b>	<b>Est. Fund Balance Above 10%</b>	<b>\$6,575.78</b>	<b>Est. Fund Balance Above 10%</b>	<b>-\$336,438.93</b>
		<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$0.00</b>	<b>Reductions to maintain 10% in Unassigned</b>	<b>\$340,000.00</b>

WHEREAS, the financial condition of the School District may require the School Board to reduce expenditures for the 2017-2018 school year; and WHEREAS, the District anticipates annual changes and/or reductions in student enrollment for the 2017-2018 school year; and WHEREAS, a reduction in expenditures and/or decreases in student enrollment may require that teachers be non renewed or placed on unrequested leave of absence without pay or fringe benefits as a result of the discontinuance of programs or positions; BE IT RESOLVED, by the School Board of Princeton School District 0477, as follows: That the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions as required to reduce expenditures and/or as a result of a reduction in enrollment, and to make recommendations to the School Board for the discontinuance of positions at a subsequent meeting of the School Board.

**INDEPENDENT SCHOOL DISTRICT NO. 477**

**PRINCETON, MINNESOTA 55371**

**INVITATION FOR BIDS FOR SCHOOL MILK AND RELATED PRODUCTS**

1. Notice is hereby given, that Independent School District No. 477, Princeton, Minnesota, will receive sealed bids for SCHOOL MILK AND RELATED PRODUCTS requirements of the district for the period from September 1, 2017 to August 31, 2018, according to the specifications and conditions which may be obtained from the office of the Director of Business Services, Independent School District No. 477, 706 First Street, Princeton, Minnesota, 55371. Bids shall be submitted in form and manner contained in the specifications and the conditions, which are adopted by reference, in this invitation for bids.

2. Sealed bids must be received in an envelope marked "Milk Bid" in the office of the Director of Business Services, 706 First Street, Princeton, Minnesota, 55371, no later than Tuesday, April 25, 2017, at 1:00 p.m., at which time the bids will be opened for tabulation and distribution to the school board and interested parties. No changes can be made in any bid except in the manner provided by law, and no bid may be withdrawn for 30 days without consent of the school board.

3. On Tuesday, May 02, 2017 at 7:00 p.m., the school board will meet to evaluate the bids and act thereon. The school district reserves the right to accept, reject, or waive any informality of any bid and to make an award for SCHOOL MILK AND RELATED PRODUCTS which is deemed most favorable and advantageous to the school district. If further information is desired, interested persons should contact Michelle Czech at phone number: (763) 389-6183.

Dated this 4<sup>th</sup> Day of April.

INDEPENDENT SCHOOL DISTRICT NO. 477  
PRINCETON, MINNESOTA

ENCLOSURE: Bid forms and  
Bid Envelope

Eric Minks, Clerk

