

Princeton Public Schools - ISD 477
Tuesday, May 2, 2017 at 7:00 PM
Regular School Board Meeting
District Office Board Room located at City Hall (Please use City Hall Entrance)

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. Winter Commendations
6. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
7. **APPROVE AGENDA**
8. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 4
9. **CONSENT AGENDA**

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

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a. Restricted Budget-Presented by Michelle Czech <i>I move to accept the restricted budgets as proposed.</i>	90
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c. Milk Bid <i>I move to accept Deans bid for milk as proposed.</i>	94
d. Call for Bids for Family Center Roof <i>I move to call for bids for the Family Center roof as presented.</i>	95
e. Resolution Regarding Nonrenewal of Probationary Teachers- Presented by Stacie Vos <i>I move to accept the resolution as presented.</i>	97
f. Naming of the High School Track <i>I move to accept the naming of the high school track.</i>	99
12. ADDITIONS TO AGENDA	
13. FUTURE MEETINGS	
Milaca/Cambridge/Princeton American Indian Parent Group Meeting-5.3.17-4:45-6:00	
School Board Scholar Banquet-5.10.17-Be there at 6:00 pm.	
14. ADJOURN	

15. INFORMATION

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 **18th day of April, at 7:00 p.m.** in the District Center Board Room.

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

Members Absent:

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Stacie Vos and Director of Student Services Erin Dohrmann.

Student Council Representative: Lacey Broding

Citizen Comments: None

REPORTS

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

Deb Ulm Agenda planning , Policy, Wellness, City Council Study Session, Distinguished Service awards banquet

Chad Young Policy, City Council Study Session
Eric Strandberg Policy, Wellness, Middle School Musical, Distinguished Service awards banquet
Sue VanHooser

Student Council Report: Student council is working on their Spring Fling. The SWAN drive was a success.

Superintendent Report: Julia Espe-Reported to the board that they are looking at a possible enrollment of 248 for next year's kindergarten class. The winter commendations will be held on May 2nd during the board meeting. The art presentation will be held on May 16th, prior to the regular board meeting at 6:45. The regular board meeting on May 16th will be a shortened meeting so that the board members can be involved in a board workshop. Reminder to the board members that they are invited to the Princeton Public Library to attend a Milaca/Cambridge/Princeton American Indian Parent Committee meeting, this event will be held on May 3rd at

4:45. The School Board Scholar banquet will be May 10th.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Howard Vaillancourt seconded by Eric Minks, *to approve the April 4th Regular Board meeting minutes as presented.* Motion passed unanimously.

CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Sue VanHooser *to approve the consent agenda as presented. Personnel, bills, wire transfers, treasurer's report, gifts, donation and construction change orders.* Motion passed unanimously.

INFORMATION

Total School Cluster Grouping- John Beach and Angela Harvala shared their progress in moving forward with Total School Cluster Grouping (TSCG). They have been exploring what this would look like in the Intermediate School. This system of placing students into classrooms is done to reduce the range of initial instructional level in a classroom so that teachers are able to meet the needs of each student more effectively. Each year, students will be placed with great care so that classrooms contain only three, instead of five, different levels of instructional need. All classes would have mixed levels; there are no classes with all above or below grade level students. More information is located on BoardBook.

Restricted Budget- Michelle Czech reviewed the budget proposals for 2017-2018 Staff Development and Gifted and Talented. The Gifted and Talented funding is based on enrollment in the district. The specified dollar amount is set by the state. More information is located on BoardBook.

Assigned Budget-Michelle Czech reviewed Qcomp/ATPPS along with the program initiatives for the 2017-2018 school year. More information can be located on the BoardBook.

ACTION ITEMS

Oak Land Resolution- Resolution on the sale of the Oak Land property that is located in St. Francis was presented to the board by Julia Espe. Motion was made by Craig Johnson and seconded by Chad Young to accept the resolution as presented. Upon call. Howard Vaillancourt, Eric Strandberg, Craig Johnson, Chad Young, Deb Ulm , Eric Minks, Sue VanHooser. Motion passed unanimously.

Second Reading of Policies-497, 499, 502, 503, 509, 511, 512, 515, 518, 521, 522, 530- Motion made by Howard Vaillancourt and seconded by Eric Strandberg to accept the second reading of the policies as presented with the addition of a change to policy 511, student fundraising. Motion passed

unanimously.

- 499-Employee Recognition Compensation-Reviewed
- 501-School Weapons-Reviewed
- 502-Search of Student Lockers-Reviewed
- 503-Student Attendance-Legal Reference Change
- 509-Enrollment of Nonresident Student-MSBA Changes
- 511-Student Fundraising-Revised, small changes and legal references
- 512-School Sponsored Student Publications and Activities-Reviewed
- 515-Protection and Privacy of Pupil Records-Reference update
 - 515-Form-Updated
- 518-DNR/DNI Orders-Small change in capitalization
- 519-Interviews of Students by Outside Agencies-Reviewed
- 521-Student Disability Nondiscrimination-Reviewed
- 522-Student Sex Nondiscrimination-small change in wording
- 530-Immunization Requirements-Take MSBA changes, legal references and add new forms

Hiring of Human Resource Position- Stacie Vos updated the board on the process for hiring the new human resource position. Motion made by Chad Young and seconded by Craig Johnson to accept the hiring of Sarah Marxhausen as the new Director of Human Resources. Motion passed unanimously.

Additions to the agenda: None

Future Meetings: Poker Walk-Wednesday, April 19th at 3:30
Activities Committee Meeting-Tuesday, April 25th at 4:00

ADJOURN - Motion to adjourn the meeting at 7:53pm made by Eric Strandberg seconded by Chad Young.

Chair Deb Ulm

Clerk Eric Minks

Recorder-Kari Plafcan

05.02.2017

Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Gilson, Cheryl	New Hire	IS	Speech Language Pathologist	PEA	Kristy Knutson	4.21.17	\$53,299.20
Kollar, Trumond	Resignation	DC	Maintenance Engineer	Custodial	N/A	4.29.17	
Leciejewski, Lukas	New Hire	IS	Playground/lunchroom Para	Para	Jessica Williams	4.19.17	14.24/hr
Peterson, Kara	Resignation	PS	Spanish Immersion Teacher	PEA	N/A	6.7.17	
Seurer, Claudia	Retirement	HS	SpEd Teacher	PEA	N/A	6.7.17	
Vogel, Kari	Resignation	MS	WEB Coordinator	PEA	N/A	6.7.17	

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: Steinbrecher Painting

Description of gift: Painted mural in Gym
New sign for stadium field Press
Box.

Pre-Condition, Condition, or Limitation on use:
None

How this gift specifically relates to the program or school: Improves the
appearance of both venues.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____ Date: 4/28/17
Principal or Director

Accepted Not Accepted Julia A. Espe Date: 5.1.17
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: October 29, 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: Central Minnesota Medical Massage

Description of gift: Complimentary Session Card

Pre-Condition, Condition, or Limitation on use: _____

How this gift specifically relates to the program or school: Health & Wellness for staff

This gift meets all requirements of Policy 706

Accepted Not Accepted Michelle Czech ^{Staff Name}
Principal or Director Date: 4.25.17

Accepted Not Accepted Julia Espe
Superintendent Date: 4.26.17

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: East Central Corn Growers Assoc.

Description of gift: Donation for funding Supermileage field trip

Pre-Condition, Condition, or Limitation on use:

For Travel Expense S

How this gift specifically relates to the program or school:

Recreational Vehicles class / Supermileage program

This gift meets all requirements of Policy 706

Accepted Not Accepted

David Paddock
Principal or Director

Staff Name
Date: 4-20-17

Accepted Not Accepted

Julia Espe
Superintendent

Date: 4.25.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: 01-350-255-049-000-430

Program Name Supermileage Instructional

Routing: Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

Revised: October 29, 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: Subway

Description of gift: 4 doz Cookies for Mock Crash Participants.

Pre-Condition, Condition, or Limitation on use:

N/A

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706

Accepted Not Accepted

Kristi Aederink
Christy Raabe
Principal or Director

Staff Name

Date: 4/13/17

Accepted Not Accepted

Julia Espe
Superintendent

Date: 4.18.17

Accepted Not Accepted

School Board Chairperson

Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached)

To be sent by SADD

Copy to Building

Business Services

Board Approval

Revised: October 29, 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: Domino's Pizza

Description of gift: Donation of 5 1-topping Pizzas for Mock Crash Participants.

Pre-Condition, Condition, or Limitation on use:

N/A

How this gift specifically relates to the program or school: _____

This gift meets all requirements of Policy 706

Accepted Not Accepted

Kristi Alderice
Staff Name
Dawn Frank Date: 4/13/17
Principal or Director

Accepted Not Accepted

Julia Espe Date: 4.18.17
Superintendent

Accepted Not Accepted

School Board Chairperson Date: _____

Code Assigned: _____ Program Name _____

Routing:

Principal or Director (thank you note attached) To be sent by SM Copy to Building
Business Services

Board Approval

Revised: October 29, 2013

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

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

Name of Field Trip Supervisor: David Paddock	Name of group, club, or department: CTE HS Supermileage
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day)	Destination: Bremer Raceway Round Trip Miles: 170
Number of Students expected to participate: 10-12 Number of Teacher/Advisor Chaperones: 2 Number of adult volunteers/chaperones: # male students _____ #female students _____ (if Perkins funded)	Grade level/s of student participants: (circle all that apply) <div style="display: flex; justify-content: space-around; align-items: center;"> 9 10 11 12 </div>
Date of Departure: May 15th & 16th Time of Departure: 6am	Date of Return: May 16th Time of Return: 5 pm
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 2 2.5 3 3.5 4 other _____ <input type="checkbox"/> outside the school day
Yes No This field trip extends past 6:00 p.m. on a Wednesday.	Yes No This field trip occurs on a Sunday.

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

- Department budget (Code: 01-350-255-044-000-430)
- 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: _____)

A. What is the purpose of this field trip? (choose 1 CATEGORY only)

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study)
 (Section F of this form is required for instructional trips)
 (check all that apply)
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate
 - Students participate by choice

- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity

- CATEGORY C: Extended** (policy 610: trip that covers more than 400 miles round trip, or involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
 - Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
 - Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

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 170 X \$1.45 = \$248.50 # of hours 36 X \$17.34 = \$624.24

~~3 buses~~ 2 vans
of buses needed 0 X the combination of the two subtotals above = \$ (A) 1,117.24

II. Lodging Code: _____

of rooms 6 X # of nights 1 = total rooms 6 X cost of room \$100 = \$600 (B)

III. Registration Code: _____

of students _____ X cost of registration _____ = \$ (C)

of adults _____ X cost of registration _____ = \$ (D)

IV. Substitute Code: _____

of teachers needing a substitute _____ X # of hours _____ X \$25 (approx) = \$ (E)

OR
of teachers needing a substitute 2 X # of days 2 X \$125 (approx) = \$ (F)

V. Meals Code: _____

of students & adults _____ X approximate cost of meal _____ X # of meals = \$ (G)

TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G): \$ 2,217.24

F. Complete this section for instructional field trip requests.

1. Name of course: Recreational Vehicles

2. What critical content statement does this field trip align to? # 2

It does not align to any critical content statements.

4. Is this trip part of this course for all course sections regardless of the teacher or the trimester in which it is taught?

Yes

No (Provide explanation below)

Date Received (Office): _____

G. Building Administrative Review

Activities Director Signature

Date

Approved

Not Approved

Principal Signature

Date

Approved

Not Approved

District Review for Extended Trips

Superintendent Signature

Date

Approved

Not Approved

School Board Chairperson Signature

Date

Approved

Not Approved

Activities Conflicts Attached

FIELD TRIP CHECKLIST

Initial each item indicating it has been completed. Indicate "NA" if an item does not apply.

1. _____ Submit field trip request **with transportation request**
to principal (for instructional or supplemental)
or to activities director (for clubs/student activities/athletic and extended)
2. _____ Transportation form faxed to bus co.
3. _____ Transportation form submitted to admin. WITH
the field trip request
4. _____ Arrangements for student medication/health concerns
5. _____ Parent permission forms
Provide school box lunch option and submit that information to food service
6. _____ Chaperones (non-employees) cleared to attend --
provide instructions to chaperones for online background check
7. _____ Arrangements for special education students
8. _____ Email teachers with date and students attending
a week in advance or as early as possible
9. _____ On day of departure, submit final list of students
attending to Jackie Lindenfelser.
(If not possible, submit as close to departure as possible.)

 _____
Field Trip Advisor Signature and Cell Phone Number

763-218-0626

4/12/17

Today's Date

**SUBMIT THIS CHECKLIST WITH LIST OF STUDENTS TO JACKIE LINDENFELSER
ON DAY OF DEPARTURE**

2017 MTEEA Supermileage Proposed Schedule of Events

Sunday May XX: (Entrance to track not guaranteed Sunday)

If available:

7:00 pm Gates open

7:00-9:00 Team Check-In.

- * Teams will find a pit area and then advisors will check in at Building B.
- * Teams will be given Technical Inspection packets upon entry to Technical Inspection.
- * Tech inspection may be open Monday evening until 10:00 pm.
- * Tech inspection will be on a first come – first serve basis.
- * Tech inspection will reopen at 8:00 am Tuesday morning.

7:00-9:00 Team pit area setup.

7:00 pm Competition Committee set-up

- * Administration trailer setup
- * Track setup
- * Technical Inspection area setup.
- * Tech Inspection training for officials.

Monday, May XX:

7:00 am Gates open.

8:00 am Tech Inspection opens!

10:00 am All teams must be on site and checked in! Late arrivals will not be allowed to participate in the competition!

10:00 am Required Advisors Meeting. All advisors must attend. If you miss this meeting, you and your team(s) will NOT be allowed to participate in the competition.

10:30 am Required Drivers Meeting and Sponsor recognition. All participants in the competition must attend!

10:00-11:30 Technical Inspection temporarily closed.

11:30 pm First competition run begins!

7:00 pm Technical inspection closed.

8:30 pm Last vehicle leaves start line. (May be changed due to available light)

9:00 pm All vehicles must be off the track.

Tuesday, May XX:

7:00 am Gates open.

8:00 am First run for day 2

1:30 pm Last vehicle run of the 2015 competition.

2:00 pm All vehicles must be off the track.

2:00-3:00 Pit area clean up

3:00 pm Awards ceremony

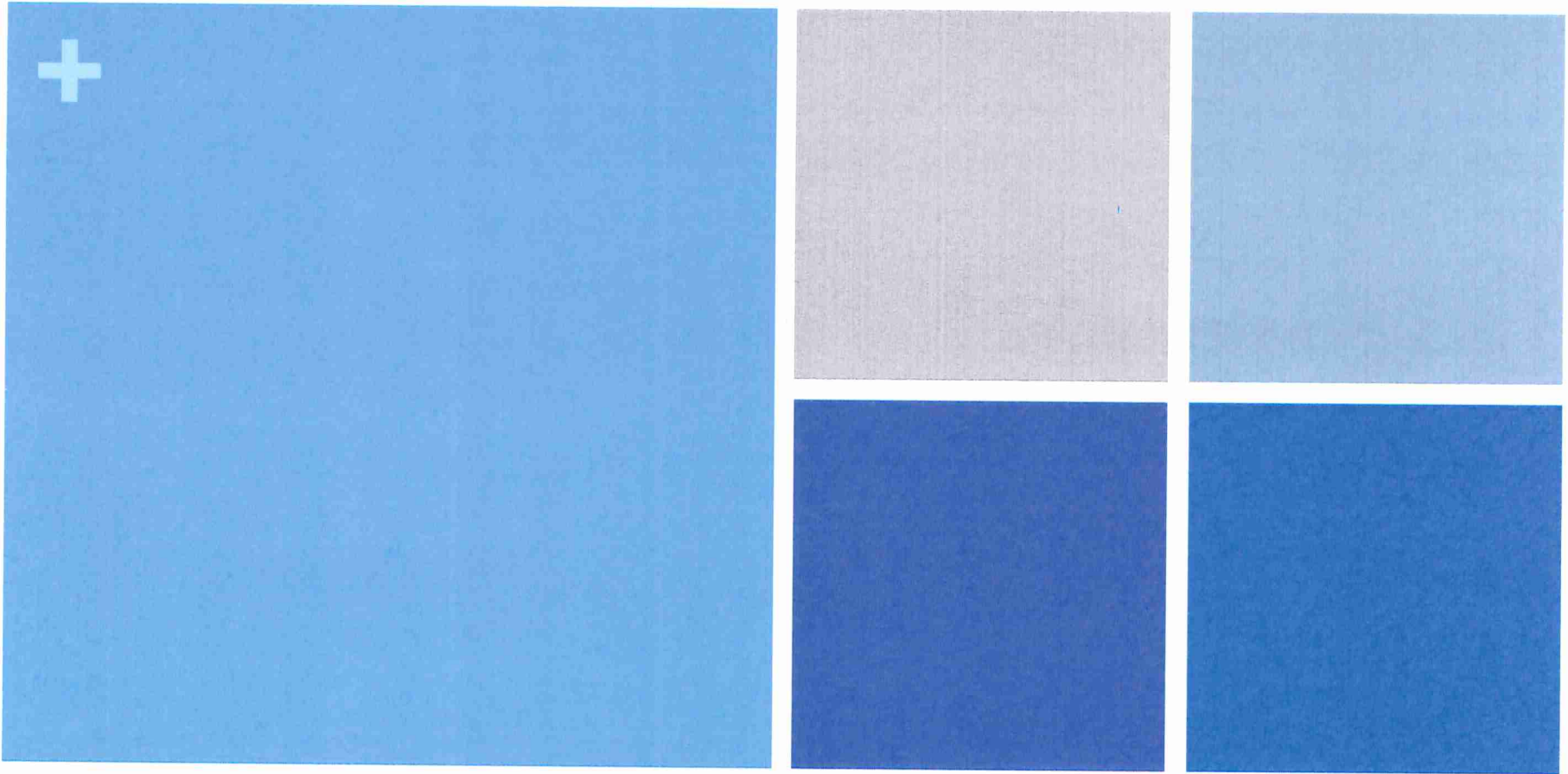


Princeton 2017 Multiple Activities Schedule
(as of 04-25-2017)

Activity	Time	Versus	Location	Location Detail	Dismiss	Leave	Return	Comments
MONDAY, MAY 15, 2017								
Golf: Girls Varsity Match	3:00pm	Cambridge-Isanti, Chisago Lakes, North Branch, Princeton, Saint Francis	Purple Hawk Golf Course - Cambridge					
Golf: Girls JV Match	3:00pm	Cambridge-Isanti, Chisago Lakes, North Branch, Princeton, Saint Francis	Purple Hawk Golf Course - Cambridge					
Track & Field Practice V/JV	3:15pm-4:15pm		HS Track	HS Track				Practice before Middle school meet - then stay to work meet events.
Baseball V/JV/9 Practice	3:15pm-5:15pm		Princeton JV Baseball Field, Princeton Solheim Field					
Tennis: Boys Varsity Match	3:30pm	Blaine	Princeton High School	HS tennis courts				
Tennis: Boys JV Match	3:30pm	Blaine	Princeton High School	HS tennis courts				
Tennis: Boys JV Match	4:00pm	Blaine	Blaine HS					
Golf: 7/8 Dual	4:00pm	Saint Michael-Albertville	Fairway Shores Executive Golf Course					
Track and Field: 7/8 Triangular	4:30pm	Monticello, Saint Francis	Princeton High School	HS Football Stadium				
Tennis: Boys 7/8 Match	4:30pm	Buffalo Community Middle, Cambridge-Isanti, Princeton	Buffalo Community Middle School					
PHS Band Concert	7:30pm-9:00pm							
TUESDAY, MAY 16, 2017								
Track and Field: Varsity/JV Invitational	4:00pm	Chisago Lakes	Chisago Lakes High School		1:30pm	1:45pm		Relay Meet
Baseball: 9th Game	4:30pm	North Branch	Solheim Field - Princeton					
Baseball: Varsity Game	4:30pm	North Branch	North Branch High School		2:30pm	2:45pm		
Softball: JV Game	4:30pm	North Branch	North Branch High School		2:35pm	2:45pm		
Softball: Varsity Game	4:30pm	North Branch	North Branch High School		2:35pm	2:45pm		
Baseball: JV Game	4:30pm	North Branch	North Branch High School		2:30pm	2:45pm		

05.02.2017

Group	Date of Fundraiser	Type of Fundraiser	Money raised will be used for	Amount Raised
Speech	4.2.17	Free Will Donation	Coach Buses for 2017-2018	\$120.00



Princeton Public Schools 2017 RFP Insurance Information

Process

- The district released a request for proposal (RFP) in February for the health insurance offering available for district staff
- The process for the RFP is prescribed in state statute
- RFP's need to be issued by school districts that are fully insured at least once in a 24 month period
 - Time frame requirements are different for self-insured districts
- The district must receive at least 3 proposals from the market in response to the RFP
 - At least one of the responses must be from Public Employee Insurance Program (PEIP)

RFP Responses

- The district received responses from Blue Cross Blue Shield (BCBS), Resource Training & Solutions Cooperative (RTS), HealthPartners, Medica, NJPA & PEIP
 - PreferredOne declined to quote
- Blue Cross Blue Shield also provided a self-funded response
- NJPA is the most competitive insured responses with the current plan design
- BCBS is a competitive self-funded responses
- All competitive responses entail a rate increase of the current district offering

RFP Responses

- Resource Training & Solutions Cooperative (RTS) – increase of 21%
- National Joint Powers Alliance – Increase of 5.4%
- Blue Cross Blue Shield – increase of 31%
- PEIP – increase of 16% with plan design changes
- HealthPartners - increase of 11.87%

Initial Analysis

- The NJPA proposal is the most competitive
- The current loss ratio of the district's plan is 106%
 - Claims expenses compared to revenue
- The NJPA also provided renewal protection of 5%
- The NJPA response also entails a change of plan effective date to July 1 beginning 2018

GOFUNDME.COM

May 2, 2017

WHAT IS A GOFUNDME ACCOUNT?

A crowdfunding platform that allows people and organizations to raise money.

Other crowdfunding companies:

Kickstarter

Indiegogo

Justgiving

Youcaring

Donorschoose

COSTS

Gofundme accounts have a cost involved:

7.9% + \$.30 per donation

IS IT LEGAL FOR A SCHOOL DISTRICT?

YES BUT . . .

Single employees cannot be the sponsors for accounts like these.

Accounts must be established by the School Board.

There needs to be a Board discussion.

It must be passed by the Board.

There needs to be a maximum of 3 overarching requests.

PROPOSAL

Two Priorities

Account to collect funds for families who cannot afford student meals and do not qualify for free or reduced lunches.

Account to pay for preschool classes for families who cannot afford it.

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com

PROPOSAL

CIVIL



April 25, 2017

Mr. Keith Barlage
Princeton Public School District # 477
706 1st Street
Princeton, MN. 55371

RE: Civil Engineering Services
Princeton Public School District # 477
2017 Tennis Court Rehabilitation
Princeton, MN

Dear Mr. Barlage:

As requested, Larson Engineering, Inc. (LEI) is pleased to submit the following proposal to prepare construction documents (plans and specifications) and to perform construction administration services for proposed tennis court rehabilitation work at both the High School and Middle School locations.

PROJECT DESCRIPTION

Existing tennis court surface conditions at the Middle School tennis court complex, three (3) courts, are in poor to fair condition. The existing color coating is very stained and worn in many areas, and is beginning to peel or delaminate from the underlying bituminous pavement. Proposed project work associated with the Middle School tennis court complex shall consist of some bituminous patching to highly raveled areas, repairing cracks with the Armor Crack Repair System, resurfacing existing tennis court surfaces and restriping for doubles play.

Existing tennis court surface conditions at the High School tennis court complex, ten (10) courts, are in poor condition. The existing surface has deteriorated to the point where a mill and overlay approach is warranted. The underlying bituminous pavement is showing signs of significant cracking and pitting at the pavement surface. For this reason, proposed work associated with the High School tennis court complex is a bit more extensive and shall consist milling off 2 inches of the existing surface, overlaying milled surfaces with 2 inches of new bituminous pavement, sealing all joints where new pavements connect to existing pavements, resurfacing/color coat application, and restriping for doubles play. To improve drainage off the courts, regrading of the grass west of the courts is recommended. An alternate for a trench drain between court 2 and 3 to drain the runoff more efficiently to the swale to the north can be discussed further during the design process.

SCOPE OF WORK

Based upon our understanding of the project, LEI will provide the following services:

Topographical Survey

- A topographic survey of existing site conditions will not be required for this work.

City Permitting and Approval

- We do not anticipate that any permits will be required for this project by the City of Princeton.

Construction Documents

- Prepare final engineering drawings and documents including: existing conditions, site dimension and resurfacing plan and construction details.
- Develop general and technical specifications for each type of work.
- Provide review sets to the School District at 90% completion prior to issuing for bidding.

Bidding

- Assist the School District and ICS in identifying qualified contractors
- Conduct pre-bid meeting to inform all bidders of project requirements.
- Issue addenda for clarification of the documents as necessary.
- When the low bidder has been determined, our personnel will check references and make recommendations to the School District/ICS.

Construction Administration

- Attend the pre-construction conference.
- Review material submittals and shop drawings.
- Provide intermittent inspection as needed with reports documenting project progress.
- Conduct the substantial completion and final inspections, and create punchlists.

BASIS OF PROPOSAL

This proposal is based upon our understanding of the project as discussed with Princeton Public School District staff. The project and engineer's estimates are preliminary based upon general site conditions observed during a recent site visit. As the project develops and the design progresses, an updated construction cost estimate can be prepared. If the project changes in scope as described hereafter, the engineering fees may need to be re-evaluated.

<u>2017 Tennis Court Rehabilitation:</u>	<u>Construction Estimate</u>
Middle School Tennis Courts (3 courts)	
• Crack Seal w/court patch binder	\$ 1,600
• Asphalt patching	\$ 3,000
• ARMOR Crack Seal System	\$ 2,400
• Resurface and apply color coat	\$16,500
• Restripe for doubles play	<u>\$ 1,500</u>
MIDDLE SCHOOL TOTAL	\$25,000
High School Tennis Courts (10 courts)	
• Crack Seal w/court patch binder	\$ 13,800
• 2" Mill and Overlay	\$110,900
• Resurface and apply color coat	\$ 60,500
• Restripe for doubles play	\$ 5,000

Princeton Public School District
Civil Engineering Services
April 25, 2017

• Re-grade grass area on west side		<u>\$ 5,000</u>
	HIGH SCHOOL BASE TOTAL	\$195,200
• ALTERNATE: Add trench drain between sets courts 2& 3 and daylight in swale to the north		<u>\$ 28,000</u>
	GRAND TOTAL	\$220,200 - \$248,200

SCHEDULE

Work to follow a mutually agreed upon schedule at project commencement. LEI's work will begin when a signed Proposal from School District and all pertinent information for design has been received.

FEES

In accordance with our standard terms and conditions, we propose to perform the work described herein for the following fees:

Construction Documents & Bidding	\$ 7,000
Construction Administration	<u>\$ 8,000</u>
Total =	\$15,000

ADDITIONAL SERVICES beyond the scope of this agreement including but not limited to:

- Additional Engineering and Drafting due to changes in the proposed scope of work after the initial scope of work is determined.
- Topo Survey.
- Landscape planning or design.
- Construction layout/staking.
- As-Built or Record Drawings.

ACCEPTANCE

Please sign and return one copy of this proposal to acknowledge your understanding of our Scope of Services, Fees, and Terms and Conditions and to authorize us to proceed. We appreciate the opportunity to provide this proposal and look forward to working with you on these projects. If you have any questions concerning this proposal or our services, please call us at 651-481-9120.

Sincerely,

Larson Engineering, Inc.



Eric G. Meyer, PE
Project Manager
emeyer@larsonengr.com

We accept the terms of this Proposal

Signature _____

Name (Print) _____

Title _____ Date _____

Client Company _____

Billing Address _____

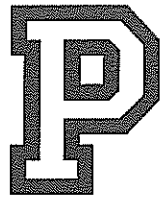


TERMS AND CONDITIONS

1. **Invoicing and payment:** Invoices shall be rendered monthly in proportion to services performed. Full payment is due within 30 days of invoice unless other terms are specifically determined in writing. If full payment is not received within 30 days of final invoice issue date, LEI reserves the right to file a Mechanics' Lien against the property.
2. **Interest and Unpaid Balance Due:** If any payment is not paid by Client when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%) per month until paid. (Annual effective rate = 18%).
3. **Attorney Fees and Collection Costs:** In the event it becomes necessary for LEI to refer unpaid account to any attorney or collection agency, then in addition to any amount due to LEI, LEI will be entitled to recover its costs of collection, which includes reasonable attorney fees.
4. **Document Ownership:** All original calculations, sketches and construction document drawings shall remain the property of LEI.
5. **Document Coordination:** LEI reserves the right to withhold documents scheduled for bid/construction release if sufficient design information from the Client, required for the production of accurate bid/construction documents, is not provided to LEI in a timely manner. LEI will not be responsible for coordination of information not provided to LEI in a timely manner.
6. **Enforcement of Proposal:** The terms of this Proposal shall be enforceable if any Work is provided by LEI upon the direction of the Client, either verbal or written, and no other agreement has been made, whether or not a copy of this Proposal, endorsed by the Client, is returned to LEI. Furthermore, changes to this document are not considered binding unless received in writing and accepted in writing by both original signers of this Proposal. This Proposal shall remain in effect for 30 days of the date hereof.
7. **Agreements:** This Proposal represents the entire agreement between Client and LEI and supersedes all previous oral and written agreements on the subject project. LEI shall not be held to the terms of any other agreements or contracts, unless expressly made part of this agreement and amended in conformance with the Terms and Conditions of this Proposal.
8. **No Assignments:** The Client hereby warrants and represents that they will not transfer or assign this Proposal to any third party, directly, indirectly, by subrogation or operation of law without written consent from LEI.
9. **Site Visitations:** Site visits during construction included within this Proposal, are for the purpose of determining whether the construction work associated with this Proposal is in accordance with the Contract Documents. These Site Visits shall not constitute responsibility on the part of LEI for construction means and methods nor safety precautions and shall not relieve the Contractor of any responsibilities in conjunction with their work unless specifically stated within the Scope of Work of this Proposal.

Princeton Public School District
Civil Engineering Services
April 25, 2017

10. **Liability:** The amount of liability will be limited to our fee.



PRINCETON TIGERS

High School Student Activities Department

807 South Eighth Avenue
Princeton, MN 55371-2163
FAX: 763-389-5816



Darin Laabs, Activities Director/Asst. Principal
Debbie Jenson, Activities Secretary

763.389.6047
763.389.6002

darin.laabs@isd477.org
debbie.jenson@isd477.org

Proposal: Naming Track Complex

Date: 4/27/17

Description: The Princeton High School Activities Department is requesting to name the track after Chuck Johnson. Chuck Johnson coached, taught, and trained in Princeton for 50 plus years.

The Princeton Invitational Track Meet will furthermore be named the Chuck Johnson Invitational Track and Field Meet. The first running of this event takes place on May 4, 2017. The top male and female athlete of the meet will be awarded an MVP plaque. Elaine will be providing an ice cream sundae social for PHS Track athletes at the conclusion of the meet. (Chuck used to surprise his teams with ice cream sundaes a couple of times a year)

PRINCETON PUBLIC SCHOOLS

**POLICY 403-DISCIPLINE, SUSPENSION AND DISMISSAL
OF SCHOOL DISTRICT EMPLOYEES**

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules.

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting

inappropriate conduct;

12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.

3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; contracts; termination)
Minn. Stat. § 122A.41 (Teacher tenure)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 122A.44 (Contracting with teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; contracts for services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 et seq. (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Independent School District #477
Princeton, Minnesota 55371

Adopted: October 28, 2003
Reviewed: May 5, 2015
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

**POLICY 407-EMPLOYEE RIGHT TO KNOW-EXPOSURE TO HAZARDOUS
SUBSTANCES**

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood born pathogen.

III. DEFINITIONS

- A. “Commissioner” meant the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in the area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evident, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably

foreseeable accidental or intentional exposure to the chemical or substance; or

3. Is determined by the commissioner as part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for the agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full-and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.

- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right To Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: Princeton Public Schools Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Adopted: December 17, 2003

Revised: August 10, 2010

Revised: January 14, 2014

Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 408-SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the

parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

~~IV. APPLICATION AND PROCEDURES—Move to Procedures~~

- ~~A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.~~
- ~~B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.~~
- ~~C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.~~
- ~~D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access To Data)

Adopted: May 13, 2003
Revised: August 26, 2008
Reviewed: May 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

**POLICY 409-EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,
INVENTIONS, AND CREATIONS**

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Adopted: May 13, 2003
Revised: August 10, 2010
Reviewed: May 19, 2015
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 417-CHEMICAL USE AND ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate, developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;

- b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
- a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that

are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person,

effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

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

C. Pre-assessment Team

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

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

E. Consent

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

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.

3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

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

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

Revised: May 11, 2004

Revised: June 25, 2013

Revised: May 19, 2015

Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 419-TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

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

dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

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

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

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

Adopted: June 8, 2004
Revised: August 26, 2008
Revised: October 27, 2009
Revised: December 21, 2010
Revised: June 28, 2011
Revised: January 14, 2014
Revised: May 19, 2015
Reviewed: April 16, 2017

PUBLIC SCHOOLS

POLICY 421-GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

may not accept a gift from an interested person.

III. DEFINITIONS

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

IV. PROCEDURES

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

V. VIOLATIONS

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

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

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

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 13, 2003
Revised: August 4, 2015
Reviewed: April 16, 2017

Princeton School District

POLICY 422-POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 501	School Weapons
Policy 502	Search of Student Lockers, Desks, Personal Possessions, and Student's Person
Model Policy 505	Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 508	Extended School year for Certain Students with Individualized Education Programs
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Unlawful Sex Discrimination Toward A Student
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Adopted: August 5, 2014

Reviewed: May 19, 2015

Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 423-EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

- 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Princeton Public Schools Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon 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. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. 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.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: Princeton Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Princeton Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Princeton Policy 306 (Administrator Code of Ethics)
Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 413 (Harassment and Violence)
Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Princeton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Princeton Policy 421 (Gifts to Employees)
MSBA Policy 507 (Corporal Punishment)

Adopted: May 27, 2003
Revised: November 23, 2010
Reviewed: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 424-LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until that person has filed for record with the superintendent of the school district a license, or a copy thereof, authorizing that person to teach school in the school district and perform the particular service for which the teacher is employed by the school district.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

~~III. PROCEDURE—Move to Procedures~~

- ~~A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.~~
- ~~B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the~~

superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

- ~~C.~~ If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- ~~D.~~ The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. §122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. §122A.22 (District ~~Recording~~ Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination-Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Independent School District #477
Princeton, Minnesota 55371

Adopted: May 27, 2003
Reviewed: May 15, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY-450 RESPECTFUL WORKPLACE

I. PURPOSE

The purpose of this policy is to establish and maintain a professional, respectful working environment for all employees. The school district recognizes each employee's right to individual respect and dignity and is committed to fostering a positive, productive work environment. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional, productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, or offensive.

It is the responsibility of the administration of the school district to implement this policy and support it through positive leadership and positive example. Further, it is the responsibility of the administration to contribute to the maintenance of a work environment that is consistent with this policy.

II. DEFINITIONS

A. School Personnel – School Board members, school employees, agents, volunteers, and contractors subject to the supervision and control of the school district.

III. ~~PROCEDURES~~ PROCESS TO FILE A COMPLAINT

A. School personnel may report concerns or complaints pursuant to the school district. While written reports are encouraged, a complaint may be made verbally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator, or human resources representative. Any school personnel receiving a complaint shall advise the immediate supervisor, the district's human resources representative, or the Superintendent of the complaint.

B. In the case of a concern or complaint against a School Board member, the oral or written report should be made to the School Board Chairperson, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chairperson shall be advised of the complaint.

- C. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall be promptly referred to the Superintendent who shall determine what type of investigation shall be conducted. The Superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the administrator concerning the status or outcome of the matter.
- D. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation, including any appropriate action or corrective measures taken. The Superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes 13 or other law.
- E. Complaints which fall under School District Policy No. 413: Harassment and Violence, should be filed pursuant to that policy.
- F. The school district will take appropriate action with any school personnel who retaliates against any person who makes a good faith report pursuant to this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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

Cross References: Policy 413 (Princeton Public Schools Harassment & Violence Policy)

Adopted: June 8, 2010
Reviewed: August 18, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 495-DISTRICT POLICIES ~~AND PROCEDURES~~-DURING A STRIKE

Independent School District No. 477 is committed to sound collective bargaining principles and practices which will serve to resolve differences through negotiations and to avert, to the extent possible, labor actions such as strikes, and the District realizes that a strike is the ultimate exercise of bargaining power which a union may employ in the event a satisfactory resolution of bargaining demands cannot be reached, and the District must take reasonable precautions to provide protection to the personnel and property of the District during a strike and must take certain other actions to provide for the continuation of services deemed necessary by the school board.

1. The superintendent and the other members of the administration and the various principals operating under the superintendent's direction and subject to the oversight of the full school board are directed to make such preparations and to take such actions as may be necessary to meet whatever conditions may occur prior to, during and after any strike by school district employees. The superintendent will have the authority and responsibility to establish and equip a strike headquarters at the district office during the period of the strike. The superintendent is authorized to require that any district property held by district employees be immediately delivered to him or his designated representative.
2. The superintendent may take such actions and contract for such services as may be necessary to provide for a continuation of operations, and for the protection of students, of nonstriking employees, of school district property and of the persons and property of members of the school board. The administration shall have specific authority to contract for such communication, security, legal, consultant, emergency, custodial, clerical, food service, and repair services as may be necessary and to purchase, rent or lease such supplies and other materials as are required to provide for the efficient operation of strike headquarters and any facilities of the district during the strike. The administration shall have authority to establish such procedures as may be necessary to provide for alternative delivery or pickup of supplies and materials from contract vendors if necessary and to negotiate the suspension or termination of any vendor contracts during the period of the strike.
3. The administration shall have authority subject to specific school board approval to hire

such additional, temporary or substitute employees and to temporarily reassign such regular or part-time employees as may be deemed necessary during the duration of the strike. The administration may expend such funds as necessary to procure required licenses for individuals employed by the district during the period of the strike. Substitute employees will be paid at the rates established by the school board. The administration shall take such actions as may be practicable to give training and supervision to employees working in new areas or in unfamiliar positions. The superintendent shall have authority to notify nonstriking employees of layoff subject to the needs of the school district.

4. The superintendent or designee are authorized to speak publicly on behalf of the district in regard to labor disputes and shall be the sole persons authorized to speak publicly on behalf of the district during any period of strike action. The members of the board agree to communicate through said spokespersons and to maintain a unified public position in support of the negotiating team during the strike. The administration shall keep the members of the board, the staff, students and their parents, and the public informed of the position of the school district during the period of the strike and shall take such actions and expend such funds as may be required to accomplish this purpose.
5. Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all employees who engage or participate in a strike action:
 - a. Any school employee who is absent from any portion of the assigned work day without permission on the date or dates when a strike occurs will be presumed to have engaged in a strike on that date or those dates.
 - b. No wages, salary, benefits, or compensation of any sort will be paid to any employee engaged in a strike against the school district, effectively immediately upon his or her participation in the strike.
 - c. Any paycheck due a striking employee for work performed prior to the strike will be mailed, upon the processing of the payroll, to the employee's home address according to applicable wage regulations. It is the responsibility of the employee to have the correct address on file in the district.
 - d. The school district will not continue contributions to any individual or family group insurance coverage or any other fringe benefits for any period during which an employee is on strike. The district will provide notice to striking employees to

how they may continue to maintain group insurance coverage at their own expense.

- e. No sick leave or disability leave shall be granted to a striking employee while on strike.
- f. An employee in the striking unit who is on sick leave or disability leave prior to the effective date of the strike may continue to be carried on such leave during the strike only if appropriate acceptable medical evidence of the illness or injury is provided upon request.
- g. An employee in the striking unit who reports for work and later claims to have become sick will be considered eligible for sick leave or disability leave only if acceptable medical evidence clearly substantiates the illness claimed.
- h. An employee in the striking unit who does not report to work after the start of the strike and who later claims to have been sick or injured will not be granted sick or disability leave during the duration of the strike.
- i. No other leaves of absence, with or without pay, will be granted to striking employees during a strike.
- j. An employee in the striking unit who is on a leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the school board.
- k. An employee in the striking unit who reports to work during the strike may have a leave of absence granted at the discretion of the board.
- l. There shall be no credit or service credit granted for any benefit or fringe benefit accrual purposes during the period of a strike to any employee participating in a strike action.
- m. Any school district employee who takes part in a strike shall return all district equipment prior to his or her going on strike. The district will discipline employees who fail to return such materials.
- n. Any employee organization or group of employees involved in a strike against the district will not be permitted to use school facilities.

6. Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all nonstriking employees during a period when a strike is taking place:
 - a. All paid leaves of absence previously granted or underway at the time of the strike may be continued at the discretion of the school district. Future granting of paid leaves of absence during a strike will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
 - b. An employee who is on an unpaid leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the board. Future requests for unpaid leave will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
 - c. Sick and disability leave may be granted during the strike; however, the nonstriking employee will be required to furnish acceptable medical evidence substantiating the illness or injury.
 - d. The superintendent, members of the administration and the various principals may assign nonstriking employees to perform other than their usual duties during the period of a strike. Any employee assigned to perform work appropriate to a higher class shall be paid for such work performed at the compensation rate for that higher class.
 - e. The administration may require nonstriking employees to work in excess of the normal work week as a result of any strike action. Overtime will be paid in accordance with the applicable collective bargaining agreement or to the individuals designated in and pursuant to school board policy.
 - f. Unless a nonstriking worker is on an authorized leave, is laid off or is ordered to the contrary, that worker shall be required to report to work on each duty day during the period of a strike.
 - g. All vacation leaves currently underway or previously granted may be cancelled at

the discretion of the school board during the duration of a strike. The board will base its decisions on the staffing needs of the district and on the underlying facts and extenuating circumstances in each individual situation.

- h. If a nonstriking employee is laid off during the period of a strike, the district will continue contributions to any individual or family group insurance coverage or any other fringe benefits except as otherwise required by law or contract. The district will provide notice to employees who are laid off on how this provision may apply to them and reserves the right to discontinue insurance contributions in the event of a prolonged layoff or strike.
- 7. An employee participating in a legal strike shall be allowed to take part in any extra-curricular or co-curricular duty assignments during the duration of the strike whether on a part-time, fully paid or volunteer basis. All community education programs and services shall continue.
- 8. A nonstriking employee, an agent of the school board employed to provide professional services, or a member of the school board who incurs property damage which is casually related to strike activities shall be reimbursed by the school district, provided that the damage, at the time of the alleged incident, is not otherwise covered by insurance and the employee, agent or board member has taken reasonable precautions under the circumstances to prevent such damage.
- 9. The administration shall take such actions as it may deem necessary to inform all employees of the district of the provisions of this policy.
- 10. The board shall not schedule any additional time or days of school to make up any time lost during the strike by the school district employees.

Cross References: 400A Teacher Strike Plan

Adopted: January 12, 2010
Renumbered: January 26, 2010
Revised: April 16, 2017

POLICY 514-BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school

district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include,

but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- 3. A “threat” is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct,

prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker

immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

VI. RETALIATION OR REPRISAL

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

particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive

school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: January 27, 2004
Revised: November 24, 2009
Revised: August 10, 2010
Revised: March 22, 2011
Revised: October 21, 2014
Revised: August 18, 2015
Revised: April 16, 2017

PRINCETON PUBLIC SCHOOLS

POLICY 524-INTERNET ACCEPTABLE USE AND SAFETY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer systems and the Internet throughout the curriculum.
- D. The school district monitors online activities and operates technology protection measures, including filters, that protect against access to unacceptable or harmful material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

III. ACCEPTABLE USES

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

- A. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational

purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.

- B. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- C. Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- D. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 - 1. Information or materials that could cause damage or danger of disruption to the educational process;
- B. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- C. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- D. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- F. Users will not use the school district system to violate copyright laws or usage licensing agreements.

1. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- G. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (~~MSBA/MASA Model~~ Princeton Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district. Misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct.

VII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

VIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- C. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)

20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N. W. 2d811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)524-11
Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011)2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition Policy)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
Princeton Policy 519 (Interviews of Students by Outside Agencies)
Princeton Policy 521 (Student Disability Nondiscrimination)
Princeton Policy 522 (Student Sex Nondiscrimination)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 595 (Web Authoring and Publishing)
Princeton Policy 603 (Curriculum Development)
Princeton Policy 606 (Textbooks and Instructional Materials)
Princeton Policy 806 (Crisis Management Policy)
Princeton Policy 904 (Distribution of Materials on School District Property by Non School Persons)
Technology Procedure Manual

Adopted: February 26, 2002
Adopted: February 22, 2005
Revised: December 8, 2009
Reviewed: March 22, 2011
Revised: March 13, 2012

Revised: September 2, 2014

Revised: September 1, 2015

Revised: April, 18 2017

2017- 2018 GIFTED AND TALENTED	
Original 04.04.17	
2016 Fund Balance (Savings)	\$40,816.75
2017 Estimated Fund Balance	\$28,729.75
2018 Estimated Revenue	\$44,647.00
2018 Estimated Expenses	
.12 Coordinator	\$11,378.00
G&T Lead Teacher	\$37,833.46
G&T Leader Each Building	\$3,500.00
Benefits	\$525.00
Building Allocations	
Family Center	\$1,000.00
Primary School	\$1,000.00
Intermediate School	\$1,000.00
Middle School	\$1,000.00
High School	\$1,000.00
ESTIMATED EXPENDITURES	\$58,236.46
Current Year Variance	-\$13,589.46
<p>Gifted and Talented: Funding is based on enrollment in the district times a specified dollar amount set by the state. Currently the rate set by the State is \$13.00.</p> <p>The program must identify the gifted and talented students, provide programs for these students and/or provide staff developments for teachers to best meet the unique needs of gifted and talented students.</p> <p>MN Statute 120B.15.</p>	

2017-2018 Staff Development		
Original 04.04.17		
2016 Actual Fund Balance	\$149,133.99	
2017 Estimated Fund Balance	\$125,395.99	
2017 Estimated Revenue	\$425,000.00	
2018 Estimated Expenses		
Assessment Coordinator	\$45,744.67	
Tech Integrationist	\$80,321.28	
Speaker for Opening Working Shop	\$16,350.00	
Back to School New Staff	\$14,000.00	
Back to School All Staff (food)	\$2,350.00	
Bullying Training	\$10,000.00	
Staff Training-School Year PD	\$79,000.00	
Software/Dues	\$17,540.00	
District Wide Training-includes non-licensed staff & Coaching	\$20,000.00	
Curriculum Alignment Work	\$15,500.00	
Summer Tech PD Plan	\$40,000.00	
DILT	\$1,800.00	
Spanish & Learning & Living	\$2,000.00	
Leadership, CEU, SPED, NTA	\$6,300.00	
Family Center	\$1,560.00	
Primary School	\$5,880.00	
Intermediate School	\$5,880.00	
Middle School	\$5,280.00	
High School	\$7,920.00	
Student Service	\$840.00	
Supplies	\$8,000.00	
1 day Bill Back for District Days will only be taken if needed.	\$50,000.00	
Estimated Expenses	\$436,265.95	
Current Year Variance	-\$11,265.95	
After year end close reallocation or additions may occur for revised budget.		

2018 PROGRAM INITIATIVES

2016 Actual Fund Balance (Savings) \$741,731.00

2017 Estimated Fund Balance (Savings) \$586,237.00

ESTIMATED REVENUE

Based on current year estimates for students. **\$710,000.00**

ESTIMATED EXPENSES

Administration \$133,600.00

Secretary \$44,210.00

Counselor \$86,850.00

ALC Teachers \$101,252.00

On-Line Teachers \$164,869.00

Care & Treatment Teachers \$93,778.00

Special Education Teachers \$52,687.00

Para Support \$53,104.00

Supplies (all programs) \$20,725.00

Amity (three) \$12,135.00

Spanish T & L Materials & Software \$37,427.00

Cultural Liaison \$34,305.00

Spanish Professional Development \$5,100.00

Spanish Curriculum Planning \$9,708.00

District Marketing \$30,000.00

DW Electronic Forms & Filing Systems \$35,000.00

Primary Outdoor Classroom \$10,000.00

TOTAL ESTIMATED EXPENSES \$924,750.00

CURRENT YEAR VARIANCE -\$214,750.00

2017-2018 QCOMP/ATTPS

Original 04.04.17

2016 Actual Fund Balance	\$123,419.00
2017 Estimated Fund Balance	\$99,302.00
Estimated Revenues	\$856,044.00

Estimated Expenses

INDIVIDUAL PLC, GOALS, PLANS	\$440,301.00
ADMINISTRATION COSTS	\$40,303.00
CAREER LADDER	\$228,815.00
ER&D CLASSES	\$50,101.00
FC-GOALS	\$4,491.00
PS-GOALS	\$16,928.00
IS-GOALS	\$16,928.00
MS-GOALS	\$15,200.00
HS-GOALS	\$25,218.00
SUMMER TRAINING	\$0.00
SCHOOL YEAR TRAININGS	\$6,098.44
FC-SITE APPROVED PD	\$650.00
PS SITE APPROVED PD	\$2,450.00
IS SITE APPROVED PD	\$2,450.00
MS SITE APPROVED PD	\$2,200.00
HS SITE APPROVED PD	\$3,300.00
SS SITE APPROVED PD	\$350.00
Total Expenses	\$855,433.44

Current Year Variance	\$610.56
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After year end close reallocation or additions may occur for revised

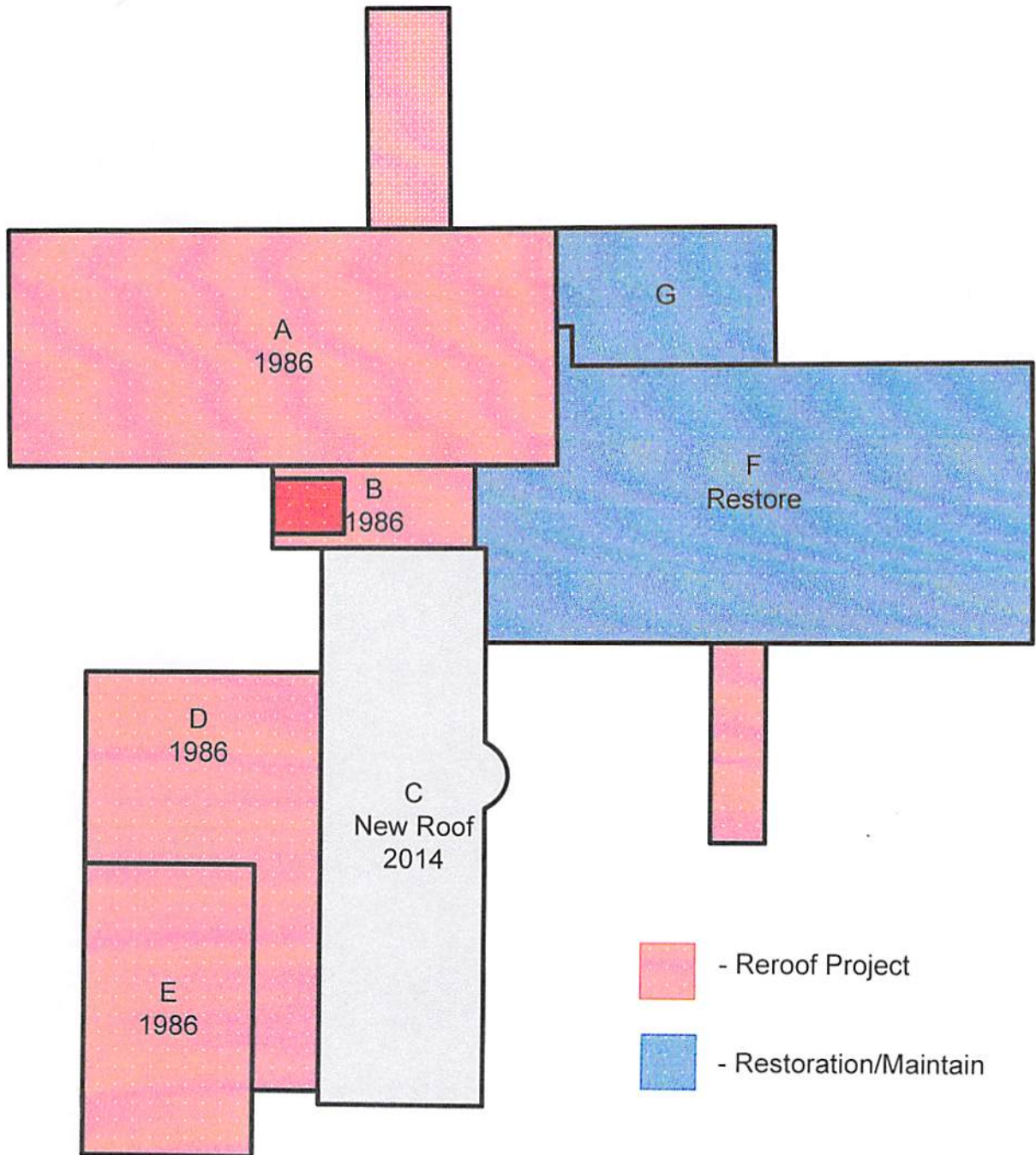
2017-2019 MILK BIDS

DEANS				KEMPS				HASTINGS			
85,000	1/2 Pint Low Fat White	\$0.1469	\$12,486.5000	85,000	1/2 Pint Low Fat White	\$0.194	\$16,490.000	85,000	1/2 Pint Low Fat White	\$0.189	\$16,065.000
55,000	1/2 Pint Skim White	\$0.1459	\$8,024.5000	55,000	1/2 Pint Skim White	\$0.184	\$10,120.000	55,000	1/2 Pint Skim White	\$0.181	\$9,955.000
375,000	1/2 Pint Skim Chocolate	\$0.1479	\$55,462.5000	375,000	1/2 Pint Skim Chocolate	\$0.192	\$72,000.000	375,000	1/2 Pint Skim Chocolate	\$0.190	\$71,250.000
1	1/2 Pint Lactose Reduced	\$0.550	\$0.550	1	1/2 Pint Lactose Reduced	\$0.596	\$0.596	1	1/2 Pint Lactose Reduced	\$0.600	\$0.600
	Greek Yogurt	No bid			Greek Yogurt	No Bid			Greek Yogurt 5lb	\$8.00	\$0.00
TOTAL			\$75,974.0500	TOTAL			\$98,610.596	TOTAL			\$97,270.600
Does not meet sugar level of chocolate											

Call for Bid for Family Center Roof

Motion determining the necessity to solicit and seek bids for the repair of the roof at the Family Center building within the Princeton School District. Bids will be advertised in accordance to public bid laws in the State of Minnesota.

Princeton 2016 Proposed Roof Projects



Proposed Budget (all areas):

TITLE: Administration Building

COMPANY: Princeton School District

CREATOR:

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION NON-RENEWING A PROBATIONARY TEACHER

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, states that the first three consecutive years of a teacher’s first teaching experience in Minnesota in a single district is deemed to be probationary period of employment, and that the probationary period in each district in which the teacher is thereafter employed shall be one year:

WHEREAS, Minnesota Statutes section 122A.40, subdivision 5, further states that any annual contract with a probationary teacher may or may not be renewed as the school board shall see fit, provided that the board gives the teacher written notice of the non-renewal before July 1: and

WHEREAS, the following teachers are in a probationary period of employment with Independent School District No. 477: Jody Brenteson, Amber Hedberg, Dayna Hillcrest, Ashley Magnuson, Samantha Roettger, Christina Vaughn, and Matthew Zook.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 477 as follows:

1. Pursuant to Minnesota Statutes section 122A.40, subdivision 5, the School Board hereby declines to renew the annual teaching contract of the following probationary teacher(s) effective at the end of this school year: Jody Brenteson, Amber Hedberg, Dayna Hillcrest, Ashley Magnuson, Samantha Roettger, Christina Vaughn, and Matthew Zook. As a result of this action, the District’s employment relationship with the named teacher(s) will terminate effective June 30, 2017.
2. The School Board has reviewed and hereby approves the written notice of nonrenewal for the affected teacher(s). The notice to the affected teachers states the reasons for the non-renewal. The School Board Chair is directed to sign the written notice(s) on behalf of the School Board. The reasons for non-renewal are classified as private personnel data under the Minnesota Government Data Practices Act, unless the non-renewal represents the final disposition of disciplinary action.
3. The Superintendent, or a designee, is directed to serve the affected teacher(s) with a copy of this Resolution and the approved written notice for that teacher before July 1. If possible, the notice(s) should be hand delivered.

The motion for the adoption of this Resolution was duly seconded by Member _____ and upon vote being taken, the following voted in favor of this Resolution:

And the following voted against this Resolution:

Based upon the vote, this Resolution was declared duly passed and adopted.



PRINCETON TIGERS

High School Student Activities Department

807 South Eighth Avenue
Princeton, MN 55371-2163
FAX: 763-389-5816



Darin Laabs, Activities Director/Asst. Principal
Debbie Jenson, Activities Secretary

763.389.6047
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Proposal: Naming Track Complex

Date: 4/27/17

Description: The Princeton High School Activities Department is requesting to name the track after Chuck Johnson. Chuck Johnson coached, taught, and trained in Princeton for 50 plus years.

The Princeton Invitational Track Meet will furthermore be named the Chuck Johnson Invitational Track and Field Meet. The first running of this event takes place on May 4, 2017. The top male and female athlete of the meet will be awarded an MVP plaque. Elaine will be providing an ice cream sundae social for PHS Track athletes at the conclusion of the meet. (Chuck used to surprise his teams with ice cream sundaes a couple of times a year)