

Princeton Public Schools - ISD 477  
Tuesday, July 18, 2017 at 5:15 PM  
Regular School Board Meeting/Study Session  
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. **REPORTS**
  - a. Board Members Committee Reports
  - b. Student Council Report
  - c. Superintendent Report
6. **APPROVE AGENDA**
7. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
8. **CONSENT AGENDA**

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

  - a. Personnel 7
  - b. Bills 8
  - c. Wire Transfers 18
  - d. Treasurer's Report 19
  - e. Gifts 20
  - f. Primary Handbook 22
  - g. High School Handbook 61
9. **ACTION**
10. Long Term Facility Maintenance Plan 91  
*I move to accept the Long Term Facility Maintenance Plan as proposed.*
11. Positive Coaching Alliance Presentation

12. Facilities Presentation

13. **FUTURE MEETING(s) INFORMATION**

Negotiations-Wednesday, July 26 3:30-6:30

Finance-Tuesday, August 1-5:00

Negotiations-Wednesday, August 2 4:30-6:30

Negotiations-Wednesday, August 9 4:30-6:30

14. **ADJOURN-**

June 20, 2017

### Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Vice Chair Chad Young on the **20th day of June, at 7:00 p.m.** in the District Center Board Room.

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

Members Absent: Deb Ulm

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Sarah Marxhausen; and Director of Teaching and Learning Julie Williams

Student Council Representative: Lacey Broding

Citizen Comments: None

### REPORTS

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

Sue VanHooser	Policy meeting
Howard Vaillancourt	PEA retirement breakfast
Eric Strandberg	Policy meeting
Chad Young	Agenda planning meeting

Student Council Report: Lacey attended the PEA retirement breakfast last week.

Superintendent Report: Julia Espe discussed the outdoor classroom planning that will take place in the next few days. Tonight is Julie Williams last board meeting. We wish her well in the future.

### APPROVE AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Minks **to approve the agenda as presented.**  
*Motion passed unanimously.*

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

*Motion made by Craig Johnson seconded by Sue VanHooser, to approve the June 6th Regular Board meeting and Closed meeting minutes as presented.* Motion passed unanimously.

### CONSENT AGENDA

Motion made by Craig Johnson, seconded by Eric Strandberg **to approve the consent agenda as presented.** *Personnel, Bills, Wire Transfers, Treasurer's Report, Fundraiser, Field Trips, Gifts, Intermediate School Handbook.* Motion passed unanimously.

**INFORMATION**

**Grant Report-** Julia Espe reported on the work performed by Grant Assist Consulting, Kim Young. Over the last year Kim has worked with the district to access grants. Grants awarded in 2016-2017 school year totaled \$326,695.00. Pending grants at this time total \$45,295.00.

**ATPPS/Q-Comp Update-** Julie Williams reported on the Qcomp annual report which included a survey to staff to assess the impact the Qcomp plan had on student achievement.

**1:1 Recap Instruction Technology:** Julia Espe reported on the district's 1:1 instructional technology initiative. Grades 3,6,7 and 9 received a device in 2016-2017. In 2017-2018 grades 4,6 and 9 will receive devices. In order to help students stay organized online , the district will provide Google Classroom and Seesaw. Brightbytes is used to survey students and staff on our use of technology.

**Long Term Facility Maintenance Plan-** Ryan Hoffman presented the Long Term Facility Maintenance Plan with the board. This plan will cover the needs of the district maintenance for the next 10 years.

**ACTION**

**2017-2018 Budget-** Motion made by Craig Johnson and second by Eric Strandberg to accept the 2017-2018 budget as presented. Upon roll call the following voted for: Howard Vaillancourt, Eric Strandberg, Craig Johnson, Chad Young, Eric Minks and Sue VanHooser. Motion passed unanimously.

**Additions to the agenda:** None

**Future Meetings:**

- Negotiations-Wednesday, June 21-4:30
- Negotiations-Wednesday, June 28-4:30
- Negotiations-Wednesday, July 12 -4:30
- Regular Board Meeting- Tuesday, July 18-5:15
- Study Session-Positive Coaching Alliance-Tuesday, July 18-5:30-7:00
- Study Session-Facilities, July 18-7:15-8:15

**ADJOURN-** Craig Johnson made the motion to adjourn the meeting, seconded by Howard Vaillancourt. Meeting was adjourned at 7:41 p.m.

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Vice Chair Chad Young

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Clerk Eric Minks

Recorder-Kari Plafcan

**Call to order**

The School Board of District #477 was called to order by Chair Deb Ulm on the **6th day of July, at 4:30 p.m.** in the District Office Board Room.

Present: Deb Ulm, Sue VanHooser, Howard Vaillancourt and Eric Strandberg. Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Buildings and Grounds Keith Barlage.

Absent: Chad Young, Eric Mlnks and Craig Johnson.

**Move to a Closed Meeting - Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for attorney client privilege.** Motion was made by Howard Vaillancourt and seconded by Sue VanHooser. Motion passed unanimously.

Closed meeting minutes: Meeting was to discuss legal strategies involving the tennis courts.

Motion made by Sue VanHooser and seconded by Howard Vaillancourt to go back into the open the meeting at 4:52. Motion passed unanimously.

Motion was made by Eric Strandberg and seconded by Howard Vaillancourt to accept the settlement agreement as presented. Upon roll call the following voted for: Howard Vaillancourt, Deb Ulm, Sue VanHooser, Eric Strandberg. Opposed: none. Motion passed unanimously.

Motion made by Eric Strandberg and seconded by Sue Vanhooser to propose an option C for the tennis courts. The proposed option C, would include 4 inches of new asphalt for the tennis courts and not exceed \$50,000. Upon roll call the following voted for: Sue Vanhooser, Eric Strandberg, Deb Ulm and Howard Vaillancourt. Motion passed unanimously.

Motion made by Howard Vaillancourt and seconded by Eric Strandberg to adjourn the meeting. Meeting was adjourned at 4:54 pm.

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Chair Deb Ulm

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Vice Clerk Sue VanHooser

Recorder-Kari Plafcan



**07.18.2017**

Last Name	First Name	Status	Building	Job Title	Group	Replacing	Effective Date	Wage
Appleton	Mary	Resignation	District Center	District School Nurse	PEA	N/A	6.7.17	
Beckers	Jennifer	LOA	Primary School	1st Grade Teacher	PEA	N/A	8.31.17-11.20.17	
Felgum	Rebecca	New Hire	High School	ESY Teacher	PEA	N/A	7.13.17	32.00/hr
Kisch	Aaron	Change in current assignment	All buildings	Route Driver/Custodian-going to 8 hrs a day	Custodian	N/A	7.1.17	no change
Long	Samantha	LOA	Primary School	Kindergarten Teacher	PEA	N/A	2017-2018	
Lupkes	Jessica	Extra Duty	High School	AG Summer Grant	PEA	N/A	2.1.17-6.30.18	32/hr
Patnode	Doug	Extra Duty	Middle School	Football Coach	Athletics	Cal Schmock(now HS coach)	August 2017	\$2,283.00
Snodgrass	Sadie	Resignation	Intermediate School	Dean of Students	PEA	N/A	7.9.17	
Storbakken	Leif	Extra Duty	High School	AG Summer Grant	PEA	N/A	2.1.17-6.30.18	32/hr
Thomson	Abby	New Hire	High School	SpEd Teacher (DCD)	PEA	N/A	2017-2018	\$46,553.00
Traut	Jenna	Extra Duty	Middle School/High School	Grades 7-12 Girls Hockey Goalie Coach	Athletics	N/A	2016-2017 season	\$900.00
Walquist	Scott	Extra Duty	Middle School	Football Coach	Athletics	Mark Augstman (now HS Coach)	August 2017	\$2,169.00
Wyganowski	Nicole	New Hire	District Center	District School Nurse	PEA	Mary Appleton	July 2017	\$62,723.00

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$429,525.48
02	Food Service	\$11,064.38
04	Community Service	\$7,753.24
10	Student Activities	\$3,049.28
<b>Report Total</b>		<b>\$451,392.38</b>

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	71841	165782	Check	1	15631		ANDERSEN MARY	Yes	No	No	USD	06/15/2017	3.00
			71840	165783	Check	1	15630		BACH CASSANDRA	Yes	Yes	No	USD	06/15/2017	54.00
			71832	165784	Check	1	14439		BALFOUR MINNESOTA, LLC	Yes	Yes	No	USD	06/15/2017	345.00
			71826	165785	Check	1	11053		BIRDIE MARKETING INC	Yes	Yes	No	USD	06/15/2017	1,280.00
			71827	165786	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	Yes	No	USD	06/15/2017	276.95
			71836	165787	Check	1	15626		DOTSETH JEFF	Yes	No	No	USD	06/15/2017	50.90
			71843	165788	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	06/15/2017	89.10
			71844	165789	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	06/15/2017	21.00
			71838	165790	Check	1	15628		ELNESS TIFFANY	Yes	No	No	USD	06/15/2017	51.00
			71828	165791	Check	1	11991		EMC INSURANCE COMPANIES	Yes	Yes	No	USD	06/15/2017	366.00
			71834	165792	Check	1	14653		HENNEN SHANNON	Yes	Yes	No	USD	06/15/2017	1,944.19
			71829	165793	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	06/15/2017	1,690.00
			71835	165794	Check	1	15415		INDEPENDENT EMERGENCY SERVI	Yes	Yes	No	USD	06/15/2017	43.08
			71848	165795	Check	1	6768		JULSON SARAH	Yes	Yes	No	USD	06/15/2017	50.00
			71849	165796	Check	1	8113		KLUGE KYM	Yes	Yes	No	USD	06/15/2017	60.00
			71839	165797	Check	1	15629		LILJA MEGAN	Yes	No	No	USD	06/15/2017	44.00
			71845	165798	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	06/15/2017	260.00
			71846	165799	Check	1	4348	2	MDE MN CAREER INFO SYSTEM	Yes	Yes	No	USD	06/15/2017	1,225.00
			71847	165800	Check	1	4438		MOORE JULIE	Yes	Yes	No	USD	06/15/2017	33.00
			71850	165801	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	06/15/2017	1,642.00
			71833	165802	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	06/15/2017	29,942.70
			71842	165803	Check	1	15632		TYLER TECHNOLOGIES, INC.	Yes	Yes	No	USD	06/15/2017	712.50
			71830	165804	Check	1	13685		VELOCITY STREETWEAR	Yes	Yes	No	USD	06/15/2017	90.00
			71831	165805	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	06/15/2017	320.16
			71825	165806	Check	1	10660		WILD MOUNTAIN	Yes	Yes	No	USD	06/15/2017	56.65
			71837	165807	Check	1	15627		WYGANOWSKI PAUL	Yes	Yes	No	USD	06/15/2017	176.00
			71852	165808	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	Yes	No	USD	06/21/2017	18,135.26
			71851	165809	Check	1	1457		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	06/21/2017	252,546.50
			71854	165811	Check	1	10364		BORDER STATES ELECTRIC SUPPLY	Yes	Yes	No	USD	06/23/2017	554.44
			71878	165812	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	06/23/2017	1,249.88
			71886	165813	Check	1	3954	4	CDW-G INC	Yes	Yes	No	USD	06/23/2017	6,800.00
			71876	165814	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	Yes	No	USD	06/23/2017	515.96
			71901	165815	Check	1	9177		CITI CARDS	Yes	Yes	No	USD	06/23/2017	3.45
			71877	165816	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	06/23/2017	162.00
			71879	165817	Check	1	1903		CONFIDENCE LEARNING CENTER	Yes	Yes	No	USD	06/23/2017	240.00
			71900	165818	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD	06/23/2017	375.00
			71864	165819	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	06/23/2017	99.31
			71865	165820	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	06/23/2017	31.49
			71853	165821	Check	1	10069		DALCO	Yes	Yes	No	USD	06/23/2017	2,120.41
			71897	165822	Check	1	7090		DORR LUTHER	Yes	Yes	No	USD	06/23/2017	150.00
			71880	165823	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	06/23/2017	14.40

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	71881	165824	Check	1	2331		EGAN COMPANY	Yes	Yes	No	USD	06/23/2017	561.80
			71870	165825	Check	1	14833		FASTBRIDGE LEARNING	Yes	No	No	USD	06/23/2017	3,015.00
			71882	165826	Check	1	2501		FEDERATED CO-OPS INC	Yes	Yes	No	USD	06/23/2017	1,519.20
			71866	165827	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	Yes	No	USD	06/23/2017	830.76
			71896	165828	Check	1	6645		GRAINGER	Yes	Yes	No	USD	06/23/2017	32.88
			71898	165829	Check	1	7197		GRAPHIC EDGE	Yes	Yes	No	USD	06/23/2017	10,571.03
			71883	165830	Check	1	2955		HANDYMAN'S INC.	Yes	Yes	No	USD	06/23/2017	429.68
			71861	165831	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	06/23/2017	2,895.00
			71872	165832	Check	1	15123		INTEREUM, INC.	Yes	Yes	No	USD	06/23/2017	429.00
			71884	165833	Check	1	3623		KOEHLER & DRAMM INC.	Yes	Yes	No	USD	06/23/2017	776.14
			71860	165834	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	Yes	No	USD	06/23/2017	19,500.00
			71885	165835	Check	1	3825	2	LIFETOUCH NSS	Yes	Yes	No	USD	06/23/2017	3,129.71
			71858	165836	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	06/23/2017	224.83
			71863	165837	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	Yes	No	USD	06/23/2017	83.36
			71857	165838	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	06/23/2017	152.47
			71868	165839	Check	1	14756		NATIONAL JOINT POWERS ALLIANCI	Yes	Yes	No	USD	06/23/2017	100.00
			71887	165840	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	06/23/2017	1,985.24
			71869	165841	Check	1	14799		PRINCETON BLOCK PARTY	Yes	No	No	USD	06/23/2017	50.00
			71888	165842	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	06/23/2017	52.00
			71889	165843	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	06/23/2017	79.97
			71890	165844	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/23/2017	248.29
			71895	165845	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	06/23/2017	2,000.00
			71875	165846	Check	1	15557		SANTILLANA USA PUBLISHING CO. II	Yes	No	No	USD	06/23/2017	2,291.18
			71891	165847	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	Yes	No	USD	06/23/2017	596.00
			71892	165848	Check	1	5642		SENTRY SYSTEMS INC.	Yes	Yes	No	USD	06/23/2017	375.00
			71893	165849	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD	06/23/2017	150.00
			71873	165850	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	Yes	No	USD	06/23/2017	9,159.13
			71867	165851	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	06/23/2017	8,879.26
			71874	165852	Check	1	15532	2	THE BOELTER COMPANIES, INC.	Yes	Yes	No	USD	06/23/2017	15,165.00
			71862	165853	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	Yes	No	USD	06/23/2017	50.00
			71894	165854	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	Yes	No	USD	06/23/2017	447.89
			71871	165855	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	06/23/2017	190.24
			71899	165856	Check	1	7476		VANDENHEUVEL RYAN	Yes	No	No	USD	06/23/2017	90.00
			71859	165857	Check	1	13021		WHITCOMB GAIL	Yes	Yes	No	USD	06/23/2017	554.40
			71855	165858	Check	1	10660		WILD MOUNTAIN	Yes	Yes	No	USD	06/23/2017	4,968.50
			71902	165859	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	Yes	No	USD	06/23/2017	7,725.55
			71969	165860	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	06/30/2017	451.56
			71966	165861	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	06/30/2017	67.14
			71967	165862	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	06/30/2017	119.43
			71968	165863	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	06/30/2017	64.00
			71970	165864	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	06/30/2017	10,292.47

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	71971	165865	Check	1	5121		PRINCETON CUSTODIANS	Yes	Yes	No	USD	06/30/2017	1,443.00
			71972	165866	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	06/30/2017	1,393.96
			71973	165867	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	06/30/2017	872.58
			71965	165868	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	06/30/2017	328.92
			71985	165869	Check	1	14918		3D PRINTING MINNESOTA	Yes	No	No	USD	06/29/2017	385.00
			72003	165870	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	06/29/2017	1,338.84
			71976	165871	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	06/29/2017	747.49
			71996	165872	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	06/29/2017	5,906.14
			71974	165873	Check	1	10908	1	G & K SERVICES	Yes	No	No	USD	06/29/2017	455.70
			71994	165874	Check	1	2775		GOPHER	Yes	Yes	No	USD	06/29/2017	410.16
			71980	165875	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	06/29/2017	2,795.00
			71992	165876	Check	1	15645		LARSON GREGORY T	Yes	No	No	USD	06/29/2017	380.00
			71991	165877	Check	1	15642		LARSON ENGINEERING, INC.	Yes	No	No	USD	06/29/2017	5,600.00
			71989	165878	Check	1	15600	1	LEGO EDUCATION	Yes	No	No	USD	06/29/2017	2,382.44
			71995	165879	Check	1	4028		MARV'S TRUE VALUE	Yes	Yes	No	USD	06/29/2017	1,157.74
			71979	165880	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/29/2017	163.82
			71983	165881	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	06/29/2017	14.60
			71977	165882	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	06/29/2017	98.45
			71978	165883	Check	1	12723		MUD HOLE CUSTOM TACKLE INC.	Yes	No	No	USD	06/29/2017	2.68
			71997	165884	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	06/29/2017	80,190.50
			71998	165885	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	06/29/2017	17.98
			71987	165886	Check	1	15403	1	RENNEBERG HARDWOODS	Yes	No	No	USD	06/29/2017	927.44
			71999	165887	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	06/29/2017	60.00
			71975	165888	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	06/29/2017	4,422.77
			72000	165889	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	06/29/2017	51.28
			71988	165890	Check	1	15557		SANTILLANA USA PUBLISHING CO. II	Yes	No	No	USD	06/29/2017	35.97
			71993	165891	Check	1	15646		SEW GOOD SEWING CENTER, LLC	Yes	No	No	USD	06/29/2017	727.80
			71984	165892	Check	1	14366		SHRED RIGHT	Yes	No	No	USD	06/29/2017	35.25
			71990	165893	Check	1	15621		SOUTHERN MINNESOTA INSPECTIO	Yes	No	No	USD	06/29/2017	17,097.48
			71986	165894	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	06/29/2017	428.30
			71982	165895	Check	1	13666	1	TEACHING STRATEGIES	Yes	No	No	USD	06/29/2017	60.00
			72001	165896	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/29/2017	3,354.50
			72002	165897	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	06/29/2017	142.44
			71981	165898	Check	1	13262	1	WALMART COMMUNITY/GECRB	Yes	No	No	USD	06/29/2017	3,330.02
			72004	165899	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	06/28/2017	140.00
			72011	165900	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	07/07/2017	651.19
			72051	165901	Check	1	2816		ANDERSON GREG	Yes	No	No	USD	07/07/2017	501.00
			72065	165902	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	07/07/2017	41,450.00
			72020	165903	Check	1	12971		ASSOC. FOR MIDDLE LEVEL EDUC	Yes	No	No	USD	07/07/2017	319.91
			72023	165904	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	07/07/2017	740.00
			72026	165905	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	07/07/2017	166.40

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	72031	165906	Check	1	14396		BRAINPOP	Yes	No	No	USD	07/07/2017	3,090.00
			72036	165907	Check	1	1519		BREMER BANK	Yes	No	No	USD	07/07/2017	90.00
			72029	165908	Check	1	14268		CAMBRIDGE CHRISTIAN SCHOOL	Yes	No	No	USD	07/07/2017	250.00
			72046	165909	Check	1	1846	2	CNA SURETY	Yes	No	No	USD	07/07/2017	75.00
			72047	165910	Check	1	1925		COOK'S FLOOR COVERING	Yes	No	No	USD	07/07/2017	8,638.79
			72030	165911	Check	1	14269		CROWN CHRISTIAN SCHOOL	Yes	No	No	USD	07/07/2017	750.00
			72006	165912	Check	1	10069		DALCO	Yes	No	No	USD	07/07/2017	3,030.81
			72015	165913	Check	1	12344		DAUBNER JENNIFER	Yes	No	No	USD	07/07/2017	424.60
			72042	165914	Check	1	15648		DORWEILER SHANNON	Yes	No	No	USD	07/07/2017	84.92
			72043	165915	Check	1	15649		EAGLE BOOK ACADEMY	Yes	No	No	USD	07/07/2017	339.68
			72049	165916	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	07/07/2017	8.00
			72039	165917	Check	1	15210		EDLEADER 21	Yes	No	No	USD	07/07/2017	3,000.00
			72067	165918	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	07/07/2017	325.61
			72050	165919	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	07/07/2017	9,876.00
			72014	165920	Check	1	11991		EMC INSURANCE COMPANIES	Yes	No	No	USD	07/07/2017	10,297.60
			72037	165921	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	07/07/2017	226.40
			72018	165922	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	07/07/2017	1,416.85
			72028	165923	Check	1	14254		FISLER DATA, LLC	Yes	No	No	USD	07/07/2017	379.00
			72012	165924	Check	1	11613	2	FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	USD	07/07/2017	13,762.64
			72033	165925	Check	1	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	07/07/2017	581.25
			72008	165926	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	07/07/2017	91.47
			72007	165927	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	07/07/2017	416.67
			72021	165928	Check	1	13027	1	LEARNING SCIENCES INTERNATION	Yes	No	No	USD	07/07/2017	8,000.00
			72017	165929	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	07/07/2017	30,877.28
			72057	165930	Check	1	4331		M.A.S.P.	Yes	No	No	USD	07/07/2017	40.00
			72053	165931	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/07/2017	947.00
			72054	165932	Check	1	4048	1	M.A.S.S.P. DIVISION OF STUDENT AC	Yes	No	No	USD	07/07/2017	140.00
			72052	165933	Check	1	4030		MASA	Yes	No	No	USD	07/07/2017	1,275.00
			72055	165934	Check	1	4087		MCDOWALL COMPANY	Yes	No	No	USD	07/07/2017	813.00
			72056	165935	Check	1	4121	1	MEEKER-WRIGHT SPECIAL ED COOI	Yes	No	No	USD	07/07/2017	3,348.00
			72035	165936	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	07/07/2017	2,962.50
			72066	165937	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/07/2017	1,618.44
			72019	165938	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/07/2017	564.05
			72048	165939	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	07/07/2017	210.00
			72032	165940	Check	1	14414		MREA	Yes	No	No	USD	07/07/2017	2,500.00
			72058	165941	Check	1	4539	2	N.A.S.S.P.	Yes	No	No	USD	07/07/2017	95.00
			72044	165942	Check	1	15650		NEMITZ HOMESCHOOL	Yes	No	No	USD	07/07/2017	254.76
			72009	165943	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	07/07/2017	1,500.00
			72022	165944	Check	1	13388		PETERSON HOMESCHOOL	Yes	No	No	USD	07/07/2017	254.76
			72034	165945	Check	1	14782		PRINCETON EVANGELICAL LUTHER	Yes	No	No	USD	07/07/2017	679.36
			72059	165946	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	07/07/2017	35,000.00

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	72016	165947	Check	1	12345		REDDING ACADEMY	Yes	No	No	USD	07/07/2017	254.76
			72010	165948	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	07/07/2017	6,568.87
			72027	165949	Check	1	14231		SCHAFFBUCH HOME SCHOOL	Yes	No	No	USD	07/07/2017	169.84
			72064	165950	Check	1	8024	2	SCHOOL FINANCES	Yes	No	No	USD	07/07/2017	3,500.00
			72060	165951	Check	1	5627		SCHOOLS FOR EQUITY IN EDUC.	Yes	No	No	USD	07/07/2017	4,451.14
			72041	165952	Check	1	15601		SEESAW LEARNING, INC.	Yes	No	No	USD	07/07/2017	7,722.00
			72045	165953	Check	1	15651		SEMLER MATTHEW	Yes	No	No	USD	07/07/2017	169.84
			72013	165954	Check	1	11628		SFM	Yes	No	No	USD	07/07/2017	84,757.00
			72061	165955	Check	1	5732	1	SKYWARD	Yes	No	No	USD	07/07/2017	18,099.00
			72038	165956	Check	1	15195		ST. ANDREW CATHOLIC SCHOOL	Yes	No	No	USD	07/07/2017	250.00
			72024	165957	Check	1	13666	1	TEACHING STRATEGIES	Yes	No	No	USD	07/07/2017	2,688.00
			72025	165958	Check	1	13734		THOMPSON MITZI	Yes	No	No	USD	07/07/2017	169.84
			72062	165959	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	07/07/2017	1,664.00
			72040	165960	Check	1	15497		WHEELER HARDWARE COMPANY	Yes	No	No	USD	07/07/2017	361.83
			72063	165961	Check	1	6663		YOUTH FRONTIERS INC	Yes	No	No	USD	07/07/2017	1,000.00
			72079	165962	Check	1	10795	1	ACE SOLID WASTE, INC	Yes	No	No	USD	07/13/2017	3,858.26
			72081	165963	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD	07/13/2017	383.00
			72082	165964	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	07/13/2017	171.26
			72095	165965	Check	1	14845		BOULDER POINTE EQUESTRIAN ANI	Yes	No	No	USD	07/13/2017	406.40
			72078	165966	Check	1	10584		CARD SERVICES	Yes	No	No	USD	07/13/2017	840.60
			72098	165967	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD	07/13/2017	4,800.00
			72128	165968	Check	1	8069	1	CHEMSEARCH	Yes	No	No	USD	07/13/2017	588.25
			72083	165969	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	07/13/2017	801.54
			72105	165970	Check	1	2116		DEMCO INC	Yes	No	No	USD	07/13/2017	74.65
			72106	165971	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	07/13/2017	22.00
			72127	165972	Check	1	7874	1	ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	07/13/2017	791.28
			72087	165973	Check	1	12846	1	ESSENTIAL CABLING TECHNOLOGIE	Yes	No	No	USD	07/13/2017	1,000.00
			72107	165974	Check	1	2778	1	GOPHER STATE ONE CALL INC	Yes	No	No	USD	07/13/2017	29.70
			72126	165975	Check	1	6645		GRAINGER	Yes	No	No	USD	07/13/2017	115.84
			72091	165976	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	07/13/2017	700.00
			72108	165977	Check	1	2874	1	GTS	Yes	No	No	USD	07/13/2017	130.00
			72109	165978	Check	1	3058	3	HEINEMANN	Yes	No	No	USD	07/13/2017	3,161.00
			72099	165979	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	No	No	USD	07/13/2017	43.08
			72080	165980	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	07/13/2017	233.16
			72112	165981	Check	1	4032	1	M.A.S.B.O.	Yes	No	No	USD	07/13/2017	329.00
			72110	165982	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	07/13/2017	1,361.20
			72111	165983	Check	1	4030		MASA	Yes	No	No	USD	07/13/2017	825.00
			72094	165984	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	07/13/2017	8,388.00
			72096	165985	Check	1	14862		MERIDIAN CONSULTING GROUP, LLC	Yes	No	No	USD	07/13/2017	1,800.00
			72130	165986	Check	1	9667	2	MID AMERICA SOLUTIONS, INC	Yes	No	No	USD	07/13/2017	25.00
			72129	165987	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	No	No	USD	07/13/2017	603.75

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## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	72088	165988	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/13/2017	1,383.15
			72113	165989	Check	1	4222		MILACA BUILDING CENTER	Yes	No	No	USD	07/13/2017	177.95
			72114	165990	Check	1	4349		MN DEPARTMENT OF HEALTH	Yes	No	No	USD	07/13/2017	35.00
			72115	165991	Check	1	4349	5	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	07/13/2017	35.00
			72090	165992	Check	1	13120	1	MN POLLUTION CONTROL AGENCY	Yes	No	No	USD	07/13/2017	570.91
			72093	165993	Check	1	14820	1	NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	07/13/2017	6,250.00
			72104	165994	Check	1	15656		PARENT NICOLE	Yes	No	No	USD	07/13/2017	63.00
			72084	165995	Check	1	11693		PAXTON KIMBERLY	Yes	No	No	USD	07/13/2017	54.00
			72131	165996	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	07/13/2017	24.00
			72116	165997	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/13/2017	250.00
			72117	165998	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/13/2017	150.00
			72118	165999	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	07/13/2017	337.96
			72085	166000	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	07/13/2017	412.00
			72086	166001	Check	1	12808		RPM ATHLETICS LLC	Yes	No	No	USD	07/13/2017	486.90
			72120	166002	Check	1	5576	1	SCHMITT MUSIC COMPANY	Yes	No	No	USD	07/13/2017	332.50
			72119	166003	Check	1	5523	6	SCHOLASTIC BOOK CLUBS INC	Yes	No	No	USD	07/13/2017	113.00
			72121	166004	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	07/13/2017	131.50
			72089	166005	Check	1	13050	1	SCHOOL TECHNOLOGY ASSOCIATE:	Yes	No	No	USD	07/13/2017	128.00
			72122	166006	Check	1	5732	1	SKYWARD	Yes	No	No	USD	07/13/2017	7,842.45
			72123	166007	Check	1	5873	4	STAR TRIBUNE	Yes	No	No	USD	07/13/2017	111.80
			72101	166008	Check	1	15644		TECHMART COMPUTER PRODUCTS	Yes	No	No	USD	07/13/2017	3,885.24
			72102	166009	Check	1	15654		THOMPSON ANGELA	Yes	No	No	USD	07/13/2017	256.00
			72097	166010	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	No	USD	07/13/2017	341.54
			72092	166011	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	07/13/2017	2,387.17
			72124	166012	Check	1	6312	3	US GAMES	Yes	No	No	USD	07/13/2017	517.54
			72103	166013	Check	1	15655		WALKER LAURA	Yes	No	No	USD	07/13/2017	50.00
			72125	166014	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	07/13/2017	416.58
			72100	166015	Check	1	15627		WYGANOWSKI PAUL	Yes	No	No	USD	07/13/2017	112.00
			72142	166016	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	07/18/2017	16,756.60
			72140	166017	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	07/18/2017	25,867.82
			72143	166018	Check	1	1876		COMPANION	Yes	No	No	USD	07/18/2017	2,496.00
			72138	166019	Check	1	14163		CRISISGO, INC.	Yes	No	No	USD	07/18/2017	1,400.00
			72132	166020	Check	1	10069		DALCO	Yes	No	No	USD	07/18/2017	496.60
			72136	166021	Check	1	12623		ECOLAB INSTITUTIONAL	Yes	No	No	USD	07/18/2017	704.35
			72146	166022	Check	1	6645		GRAINGER	Yes	No	No	USD	07/18/2017	1,234.02
			72133	166023	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	07/18/2017	416.67
			72144	166024	Check	1	4467		M.S.B.A.	Yes	No	No	USD	07/18/2017	8,585.00
			72134	166025	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	07/18/2017	261.08
			72147	166026	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/18/2017	2,777.00
			72135	166027	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	07/18/2017	378.95
			72145	166028	Check	1	6099		TEXTBOOK WAREHOUSE	Yes	No	No	USD	07/18/2017	1,563.25

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	72139	166029	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	07/18/2017	2,345.66
		72137	166030	Check	1	13908		VERIZON WIRELESS	Yes	No	No	USD	07/18/2017	320.16
		72141	166031	Check	1	15590		WEVIDEO, INC.	Yes	No	No	USD	07/18/2017	3,563.00
Bank Total: 001													\$1,022,418.07	
Report Total:													\$1,022,418.07	

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

<b>Fund Description</b>	<b>Total</b>
01    General Fund	\$22,411.93
<b>Report Total</b>	<b>\$22,411.93</b>

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

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	72148	166032	Check	1	15125		GOPHER STATE CONTRACTORS, INC	Yes	No	No	USD	07/18/2017	22,411.93
														Bank Total: 001	<b>\$22,411.93</b>
														Report Total:	<b>\$22,411.93</b>

## Princeton Public Schools - ISD #477

### Wire Transfer Report

July 18, 2017

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
6/15/2017	\$ 1,019,234.39	ACH File Transfer
6/15/2017	\$ 368,732.28	Federal Tax Wire Transfer
6/15/2017	\$ 58,596.44	State Tax Wire Transfer
6/15/2017	\$ 10,663.11	Select Account HSA
6/15/2017	\$ 183,103.36	TRA File Transfer
6/15/2017	\$ 39,465.22	PERA File Transfer
6/15/2017	\$ 241.50	MN Child Support File Transfer
6/15/2017	\$ 35,441.74	TSA File Transfer
6/30/2017	\$ 545,003.00	ACH File Transfer
6/30/2017	\$ 197,294.38	Federal Tax Wire Transfer
6/30/2017	\$ 31,166.98	State Tax Wire Transfer
6/30/2017	\$ 9,253.65	Select Account H S A
6/30/2017	\$ 93,810.12	TRA File Transfer
6/30/2017	\$ 26,304.23	PERA File Transfer
6/30/2017	\$ 241.50	MN Child Support File Transfer
6/30/2017	\$ 31,310.47	TSA File Transfer
6/30/2017	\$ 39,115.44	ING/MSRS Severance
7/5/2017	\$ 15,116.72	BMO Harris Bank - (Pcards)
7/7/2017	\$ 685.00	MN Revenue - (Sales tax)
6/1/2017	\$ 1,236.48	SelectAccount
6/8/2017	\$ 3,160.74	SelectAccount
6/15/2017	\$ 5,899.41	SelectAccount
6/20/2017	\$ 211.78	SelectAccount
6/22/2017	\$ 2,927.60	SelectAccount
6/29/2017	\$ 2,799.39	SelectAccount
	\$	
<b>TOTAL</b>	<b>\$ 2,721,014.93</b>	

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JUNE 2017**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,257,578.77	2,552,557.18	3,845,049.51	(1,216.64)	10,965,086.44
<b>02 Food Service</b>	489,852.44	140,773.24	174,248.75	723.32	456,376.93
<b>04 Community Service</b>	305,091.15	280,727.98	131,860.71	(2,414.53)	453,958.42
<b>06 Building Fund</b>	322,594.30	214.61	54,939.40	0.00	267,869.51
<b>07 Debt Service</b>	1,192,328.54	1,202,379.19	0.00	0.00	2,394,707.73
<b>10 Activities</b>	160,163.30	47,929.63	56,055.11	(2,338.10)	152,037.82
<b>TOTAL</b>	14,727,608.50	4,224,581.83	4,262,153.48		14,690,036.85

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>730,306.47</b>
<b>MSDLAF+</b>	<b>2,062,348.08</b>
<b>Investments (Fd01)</b>	<b>12,042,197.12</b>
<b>Investments (Fd06)</b>	<b><u>267,869.51</u></b>
	<b>15,102,721.18</b>
<b>O/S Accts Pay Checks</b>	<b>(298,972.03)</b>
<b>O/S Payroll Checks</b>	<b>(4,116.37)</b>
<b>O/S Wires</b>	<b>(113,887.43)</b>
<b>NSF Checks</b>	<b><u>4,291.50</u></b>
<b>TOTAL</b>	<b>14,690,036.85</b>

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: Melinda Zachman

Description of gift:

Popcorn maker valued at \$175.00

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

- like new

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

Incentive for ALC, Online, or ABE students

This gift meets all requirements of Policy 706 Erin Dohrmann

Staff Name

Accepted  Not Accepted [Signature] Date: 6/28/17

Principal or Director

Accepted  Not Accepted Julia Espe Date: 7.6.17

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

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: Princeton Lions Club

Description of gift: \$2,000

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

Must purchase sound systems with our own funds to match theirs.

How this gift specifically relates to the program or school: students are better able to hear their teacher. Saves on VOICE strains for teachers as well.

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Staff Name \_\_\_\_\_  
Principal or Director Date: 6/27/17

Accepted  Not Accepted Julia Espe Staff Name \_\_\_\_\_  
Superintendent Date: 7.6.17

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

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

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

Board Approval

Revised: October 29, 2013



July 12, 2017

Re: Primary School Parent – Student Handbook Changes

Dear Dr. Espe and School Board Members,

Below are the recommended changes for the 2017-2018 parent/student handbook. These changes are based on a variety of reasons: updating staff and building information, aligning Princeton Primary goals, and recommendations from those in Food Service, Health Services Departments and the Wellness Committee.

Pg. 1 – Updated School Board Members and contact phone numbers – remove Jeremy Miller & Chuck Nagle and add Eric Strandberg & Sue VanHooser

Pgs. 3, 4 & 5 - Updated staff listing

Pg. 6 – Updated school calendar to new school year

Several pages through handbook – update new school start/end times to 8:15am to 2:45pm

Pgs. 10, 11 & 12 – Take out whole Health section and replace with new updated section – sent via district nurse for each handbook within the district:

### **HEALTH SERVICES**

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

Health Services Assistant: High School	763-389-6019
Middle School	763-389-6723
Intermediate School	763-389-6803
Primary School	763-389-6904
District School Nurse	763-389-6195

Health Services website: [www.isd477.org](http://www.isd477.org) (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

#### **USE OF HEALTH SERVICES**

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty. Students that are ill or injured should report to the Health Office so the Health Office Assistant can assist them to contact their parent/guardian or leave the building for medical care.

## EMERGENCY SHEET

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

## MEDICATIONS

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

- A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
- A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).
- The medication must be supplied in the original labeled bottle in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
- The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
- Any medication not picked-up at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

## ILLNESS

Students who become ill during the school day **must report to the Health Office.** The Health Service Assistant will determine whether or not the student is able to continue with the school day. **It is not acceptable for students to leave school because of illness without reporting to the Health Office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

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

### Before returning to school:

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

## INJURIES:

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

## CHILD WITH A HEALTH CONCERN

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

## ALLERGY AWARE SCHOOLS

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

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/peanut products. Check for the specific procedures in your child's school building.

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

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

## IMMUNIZATIONS

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

## SCREENINGS

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

Pg. 13 – Take out whole lunch account section and replace with new updated section – sent via food service director for each handbook within the district:

## Food Services

### Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. You can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55-8:15 AM.

### Lunch Account Policy

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break (Princeton Primary only).

All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. There is no minimum payment on line..

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

### **Free or Reduced Lunches**

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

### **Kindergarten, First and Second Grade Snack Time Milk**

Milk is offered as an option at snack break. The cost is \$0.40 for each milk. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program **DOES NOT** apply to milk taken at snack time. If you do not want your student to take snack milk, please discuss this with your child and the classroom teacher. This count is taken in the classroom and the lunch room has no control over who takes milk.

### **Prices (subject to change):**

Lunch (Primary)	\$2.30	Snack Milk	\$0.40
Lunch ( Secondary)	\$2.40	Reduced Lunch	\$0.00
Breakfast (All Schools)	\$1.45	Reduced Breakfast	\$0.00
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00
Second Entree (Secondary Only)	\$1.95	Second Lunch (Secondary Only)	\$2.95

### **Student Lunch Menus**

Menus are published on the Princeton Public School website [www.isd477.org](http://www.isd477.org). We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

### **Student Cold Lunches**

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

Primary Schools (K-5) - If your child brings an item with nuts in a packed lunch, they will be asked to sit at the "peanut" table in the lunchrooms to ensure the safety of all students.

### **Breakfast Program**

School breakfast is offered every school day from 8:00-8:15. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **Expected Behavior**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

Pg. 16 – Update Party Treats wording to reflect school district policy 533 - wellness:

### **Celebrations and Parties**

The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Birthday celebrations will be non-food celebration.

Pg. 16 – Add section on lockers:

**Lockers**

All first and second grade students will be assigned lockers (kindergartners have cubbies). Students are not allowed to put locks on their lockers. Valuables should never be left in your child's locker. If you must send money or valuables to school, have your child hold onto them or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

Thank you for taking the time to review these recommendations. Please feel free to contact me at 763-389-6903 or at [chris.hazelton@isd477.org](mailto:chris.hazelton@isd477.org), if you have any questions or concerns.

Sincerely,



Christine L. Hazelton  
Building Secretary  
Princeton Primary School

# PRINCETON PRIMARY SCHOOL

Parent - Student Handbook  
2017 - 2018 School Year



1206 7th Avenue North  
Princeton, MN 55371  
763-389-6901  
[www.isd477.org](http://www.isd477.org)



PRINCETON PRIMARY SCHOOL  
1206 7<sup>th</sup> Avenue North, Princeton, MN 55371  
763.389.6901 763.389.6920 Fax  
Greg Finck, Principal

Princeton Public Schools  
Independent School District No. 477  
706 First Street, Princeton, MN 55371  
District Office 763.389.2422  
*Dr. Julia Espe, Superintendent 763.389.6190*

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Dear Parents/Guardians:

On behalf of the staff at Princeton Primary, it is my privilege to welcome you and your family to our school. We are excited to begin the second year in our new building.

It is my desire to provide the best, most well-rounded education for your child. Our staff desires to work closely with you, and we hope you will truly feel welcome at our school.

We have prepared this handbook for your convenience and hope it will be of assistance to you. In it, you'll find helpful information about school procedures and district policies, including the following:

- Pick up and drop off as well as parking policies
- Severe weather information
- Tips to help you make sure your child is dressed properly for recess
- Tiger Pride (good behavior) expectations
- Lunch accounts
- Staff phone numbers
- Field trip information
- Guidelines for determining whether your child is healthy enough to come to school

Many other topics are covered as well. Everything you need to know to help your child have a successful year can be found here. We hope you'll read the entire booklet so as not to miss any crucial information.

In addition, if at any time you have a question or concern, please don't hesitate to stop by my office or give me a call.

Thank you for the trust you show by allowing us to be part of your child's education. We are looking forward to a super year.

Sincerely,

Greg Finck  
Principal

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## SCHOOL BOARD MEMBERS

Craig Johnson .....763-634-2550  
Eric Minks.....763-238-1571  
Eric Strandberg .....763-226-7664  
Deb Ulm .....763-234-7645  
Howard Vaillancourt .....763-389-3627  
Sue VanHooser .....763-389-5271  
Chad Young .....763-389-4217

## ADMINISTRATION

Julia Espe.....Superintendent of Schools  
Michelle Czech ..... Director of Business Services  
TBD .....Director of Teaching and Learning  
Gwen Anderson..... Director of Community Education  
Deanna Cooley..... Food Service Director  
Barb Muckenhirn .....High School Principal  
Dan Voce ..... Middle School Principal  
John Beach ..... Intermediate School Principal  
Greg Finck.....Primary School Principal

## Princeton Public Schools Building Addresses and Telephone Numbers

### **District Center**

706 First Street..... 763-389-2422  
Superintendent ..... 763-389-6190

### **Primary School**

1206 7<sup>th</sup> Avenue North ..... 763-389-6901

### **Princeton Intermediate**

1202 7th Avenue North ..... 763-389-6801

### **Middle School**

1100 4th Avenue North ..... 763-389-6704

### **High School**

807 8th Avenue South..... 763-389-4101

## Princeton Primary School Goals 2017 – 2018

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

# **Primary School Staff**

**PRINCIPAL - Greg Finck**

## **Teaching Staff**

### **KINDERGARTEN**

Cindy Angstman  
Jeff Beckers  
Alex Fay  
Megan Johnson  
Sarah Julson  
Caitlyn King - Spanish  
Tracie Linden  
Samantha Long  
Jessie Pederson  
Annie Porttiin  
Janna Ruzek  
Carmen Segade - Spanish

### **FIRST GRADE**

Amy Anderson  
Jennifer Beckers  
Isabel Fillat Aguilar - Spanish  
Michelle Hallbeck  
Ann Jorgenson  
Samantha Kraft  
Erin Lindberg - Spanish  
Stacy Miller  
Jackie Strandberg  
Lisa Swedzinski

### **SECOND GRADE**

Nicole Cook  
Amy Cornish - Spanish  
Jennifer Deziel  
Michelle Hagen  
Andrea Huss  
Cathy Jo Kiloran  
Michelle Lindell  
Juliana Malo - Spanish  
Amanda Pemberton  
Shelley Scheffel

### **RESOURCE TEAM**

Mary Bahe - ADSIS Reading  
Heather Brand - DCD  
Cindy Brovold - ADSIS Reading  
Amy Busch - Title 1  
Karen Franke - EBD  
Brianna Gadacz - ADSIS Reading  
JoAnn Moats - DAPE  
Joan Rademacher - Speech/Language  
Peggy Swenson - Social Worker  
Michele Tigue - DCD  
Mary Ward - Speech/Language  
Melinda Zachman - LD

### **SPECIALISTS**

Tonia Anderson - Media/Tech  
Susan Bartholomaeus - Art  
Jeff Hanson - Phy. Ed.  
Julie Moore - Music  
Kim Neubauer - Phy. Ed.  
Tom Ostroot - Science

# ***Primary School Support Staff***

## **OFFICE**

Lisa Bekius - Volunteer Coordinator  
Chris Hazelton - Secretary  
Carrie Tarvestad - Secretary  
Jackie Smith - Health Assistant

## **MEDIA CENTER**

Dawn Fliehr

## **RESOURCE TEAM**

### **ASSISTANTS**

Colleen Bergmann  
Nicole Bragg  
Michele Buisman  
Karen Carlson  
Karen Cichy  
Karen Donais  
Yarmila Halphen  
Cathy Johnson  
Missy Kafka  
Karee Meyer  
Michelle Murphy  
Lora Moore  
Tammy Oakes  
Shirley Tonn  
Violeta Toven  
Robin Wirebaugh  
Teresa Wredberg

## **TITLE 1**

Jill Bolduc  
Tammi Braun  
Robyn Brown  
Laura Daniels  
Lori Loberg  
Kathy Robideau

## **MAINTENANCE**

Ken Henchen - Day Lead  
Monica Wolf - Night Lead  
Sarah Corrigan  
Nicole McCullum

## **FOOD SERVICE**

Janet Brykovsky  
Wendy Christiansen  
Connie Giesel - Head Cook  
Robin Kline-Smith  
Denise Maltz  
Wendy Provo  
Bree Snaza

## **CAFETERIA**

Melissa Brimmer  
Angie Dobel

## **FOSTER GRANDPARENTS**

Grandma Ann  
Grandma Nancy  
Grandma Patty

## **READING CORP**

Tracey Finck  
Carrie Mitchell

# Primary School 2017 - 2018 Telephone List

Name	Phone No.	Assignment
Anderson, Amy	389-6954	1st Grade
Anderson, Tonia	389-6403	Media/Tech
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6918	Resource Team
Bartholomaus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Kindergarten
Beckers, Jennifer	389-6949	1st Grade
Bekius, Lisa	389-6929	Volunteer Coordinator
Brovold, Cindy	389-6754	Resource Team
Busch, Amy	389-6940	Title 1
Cook, Nicole	389-6936	2nd Grade
Cornish, Amy	389-6909	Spanish - 2nd
Custodians	389-6943	
Deziel, Jennifer	389-6908	2nd Grade
<b>Fax Number</b>	<b>389-6920</b>	
Fay, Alex	389-6925	Kindergarten
Fillat Aguilar, Isabel	389-6916	Spanish - 1st
Finck, Greg	389-6902	Principal
Franke, Karen	389-6941	EBD
Fritz, Beth	389-6773	Resource Team
Gadacz, Brianna	389-6756	Resource Team
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	1st Grade
Hanson, Jeff	389-6858	Phy Ed
Hazelton, Chris	389-6903	Secretary
Huss, Andrea	389-6927	2nd Grade
Johnson, Megan	389-6948	Kindergarten
Jorgenson, Ann	389-6913	1st Grade
Julson, Sarah	389-6955	Kindergarten
Kiloran, Cathy Jo	389-6952	2nd Grade
King, Caitlyn	389-6931	Spanish - K
<b>Kitchen</b>	<b>389-6945</b>	<b>Food Service</b>
Kraft, Samantha	389-6932	1st Grade
Lindberg, Erin	389-6993	Spanish - 1st
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	Kindergarten
Long, Samantha	389-6910	Kindergarten
Malo, Juliana	389-6919	Spanish - 2nd
Miller, Stacy	389-6944	1st Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Porttiin, Annie	389-6905	Kindergarten
Rademacher, Joan	389-6935	Speech
Ruzek, Janna	389-6957	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade
Segade, Carmen	389-6907	Spanish - K
Smith, Jackie	389-6904	Health Asst

Name	Phone No.	Assignment
Strandberg, Jackie	389-6921	1st Grade
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker
Tarvestad, Carrie	389-6901	Secretary
<b>Tiger Club</b>	<b>389-7200</b>	
Tigue, Michele	389-6915	Resource Team
Ward, Mary	389-6953	Speech
Zachman, Melinda	389-6743	Resource Team

**Palmer Bus 763-631-5315**

# Princeton Public Schools

## 2017-2018 School Calendar

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

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

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

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

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

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

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

 School Closed  
 Last Day of Trimester

 Staff Development Day  
 First and Last Day of School

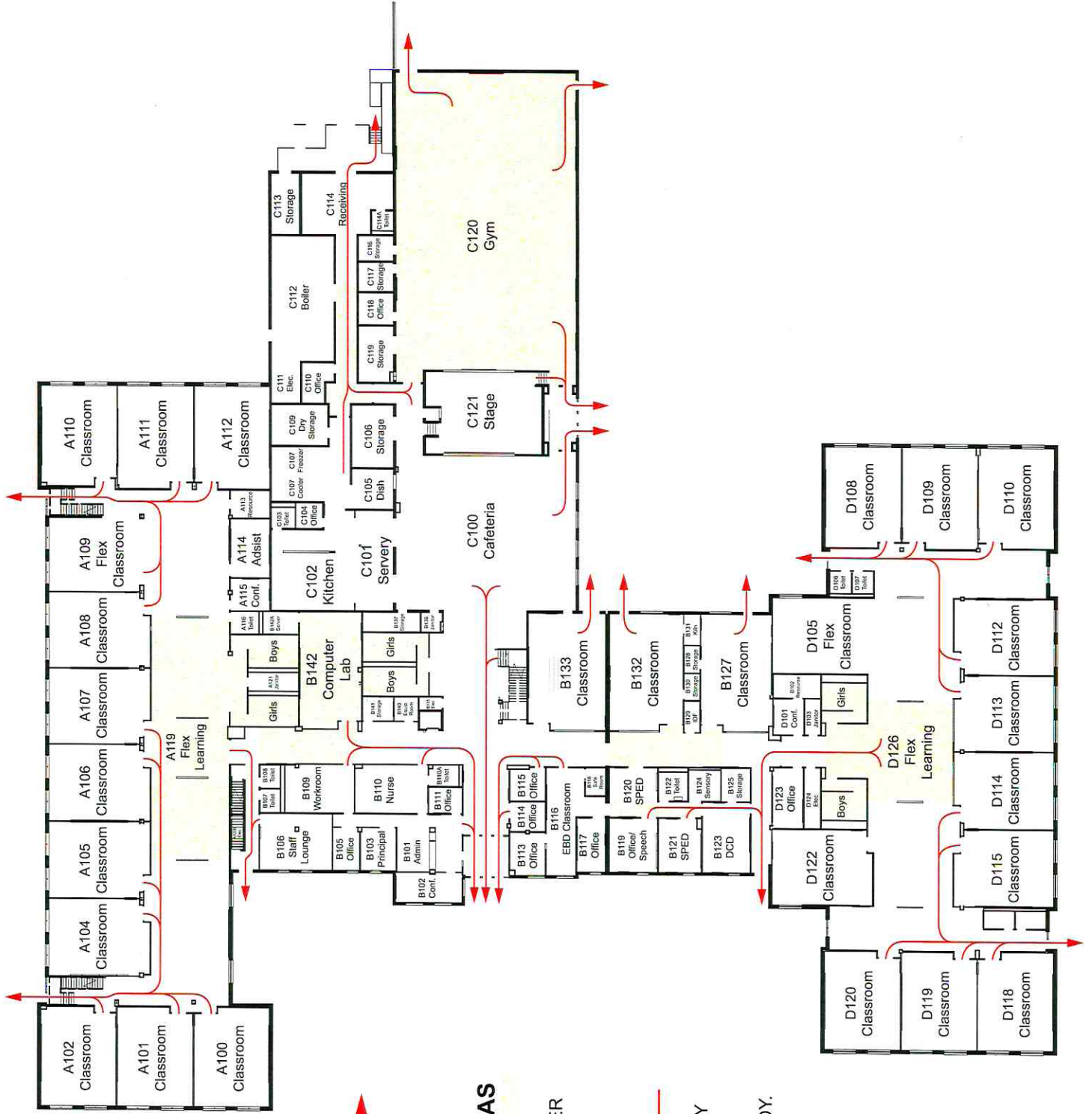
Aug 22-24	New Teacher Workshop
Aug 29-31	Staff Development Days
Sep 4	Labor Day - No School for Staff/Students
Sep 5	First Day of School for Students
Oct 19-20	MEA - No School for Staff/Students
Oct 23	Staff Development Day - No School for Students
Nov 22	Staff Development Day - No School for Students
Nov 23-24	Thanksgiving Break - No School for Staff/Students
Nov 30	Last Day of Trimester 1
Dec 1	Staff Development/Grading - No School for Students
Dec 22-Jan 1	Winter Break - No School for Staff/Students

Jan 15	Staff Development Day - No School for Students
Feb 19	No School for Staff/Students
March 2	Last Day of Trimester 2
March 5	Staff Development Day - No School for Students
March 6	Staff Development/Grading - No School for Students
March 29-Apr 2	Spring Break - No School for Staff/Students
May 25	High School Graduation
May 28	Memorial Day - No School for Staff/Students
May 31	Last Day of School
June 1	Staff Development/Grading - No School for Students

Totals: 171 student days; T1 = 57 days, T2 56 days, T3 58 days

Updated 1/3/17

# Princeton Primary Main Level



## EMERGENCY EXIT ROUTES

CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS.

## SEVERE WEATHER SHELTER AREAS

FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS.

## PLEASE NOTE

THIS MAP INDICATES PRIMARY EXIT ROUTES ONLY. BE AWARE THAT YOUR EXIT ROUTE MAY BE BLOCKED IN THE EVENT OF A FIRE OR OTHER EMERGENCY. STUDY THIS MAP CAREFULLY AND HAVE A BACK UP PLAN READY.

# Princeton Primary Upper Level

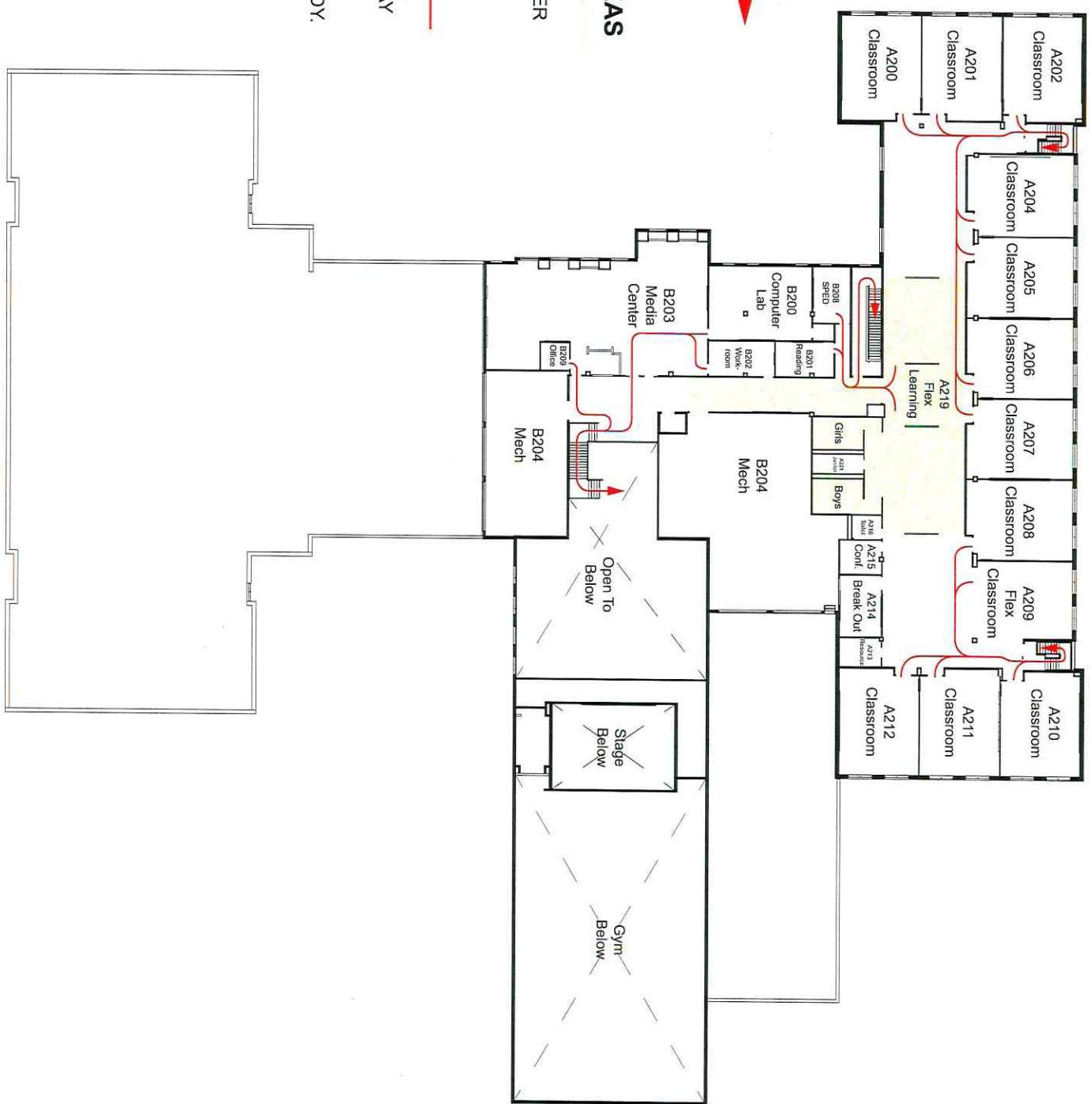


**EMERGENCY EXIT ROUTES**  
CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS.

**SEVERE WEATHER SHELTER AREAS**  
FOR SEVERE WEATHER, PROCEED TO THE NEAREST SHELTER AREA AND AWAIT FURTHER INSTRUCTIONS.

**PLEASE NOTE**

THIS MAP INDICATES PRIMARY EXIT ROUTES ONLY. BE AWARE THAT YOUR EXIT ROUTE MAY BE BLOCKED IN THE EVENT OF A FIRE OR OTHER EMERGENCY. STUDY THIS MAP CAREFULLY AND HAVE A BACK UP PLAN READY.



## **THE SCHOOL DAY**

**8:15 a.m. – 2:45 p.m.**

### **Reporting Absences/Homework**

If your child will be gone from school, please call the classroom teacher before 7:55 A.M. to report the absence. If your child is gone for only one day, do not request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher a half-day's notice to get the work together.

### **Emergency Closings**

In the event of an emergency school closing an announcement will be made using the Skyward instant alert system. Immediately phone calls and e-mails will be sent out to any parent phone numbers and e-mail addresses in our database. These closings are also reported to radio and television stations in the Princeton area, St. Cloud and the Twin Cities. The school district website will show the announcement as well.

Please check the following radio and television stations and web sites for information related to school closings and late starts.

#### **Radio:**

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

KCLD 104.7 FM / KNSI 1450 AM / KZPK 98.9 FM KCML 99.9 FM

WWJO 98.1 FM / WJON 1240 AM

#### **Television Channels:**

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

#### **Web sites:**

[www.channel4000.com](http://www.channel4000.com)

[www.kare11.com](http://www.kare11.com)

[www.isd477.org/south](http://www.isd477.org/south)

### **Cold Weather Procedures**

During the cold weather months, make a special effort to check your child before sending him/her off to school. Check to see that the clothing worn is appropriate; winter coat, hat/cap, mittens, boots, etc. Just remember, you will never be able to predict the occasion of a bus emergency despite all the weather warnings. Each day we evaluate up-to-date weather information, which helps us to decide on whether recess is to be outside or inside. If the wind chill factor is below -5°, we keep the children inside during recess.

## ATTENDANCE PROCEDURE

**It has been proven that good school attendance contributes to success later on in life. We at Princeton Primary would like to see your child in school.**

### **Truancy**

According to Minnesota Statute #260A.02, sub. 3, truant is defined as a child who is absent from school without lawful excuse required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed.

If the student is under the age of 12, truancy is referred to as educational neglect and defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with the state law. Parents/guardians are responsible for children under 12 years old to attend school.

This definition allows social services to intervene on the basis of educational neglect.

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the school day starting and ending times begins to develop. The school day at Princeton Primary is from 8:15 a.m. to 2:45 p.m.

**If your child will be absent**, call your child's teacher before 7:55a.m. After 7:55a.m. you may call the office at 763-389-6901. If no contact has been made, the office will call your home. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school **within two days** of the occurrence.

### **What absences are considered excused?**

Illness, injury, medical condition, death in the family, appointments, family trip or activity (we ask that you keep these to a minimum), other reasons on approval of administration.

### **What absences are considered unexcused?**

Missed bus, oversleeping, bus suspension, no phone call, no verbal or written communication with the office explaining the absence.

Chronic untreated head lice, 3 times or more in a one-month period, will be reported to Social Services by the Health Office. If the problem continues days missed will be considered unexcused.

### **What happens when attendance becomes a problem?**

Attendance concerns will be brought to the attention of the School Social Worker, Health Office or Administration.

- |                          |   |
|--------------------------|---|
| 7 unexcused absences:    | The school will file a report of educational neglect with the county of residence.  |
| 15 excused or unexcused: | A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school.  |
| 7 tardies per trimester: | The School Social Worker will contact the parent or guardian stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting your child to school on time. <b>Please note:</b> Arriving at school more than 30 minutes after the start of the day will be considered an unexcused absence unless a note stating the reason for the late arrival is received. |

## HEALTH SERVICES

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

Health Services Assistant	High School	763-389-6019
	Middle School	763-389-6723
	Princeton Intermediate	763-389-6803
	Primary School	763-389-6904
	District School Nurse	763-389-6195

Health Services website: [www.isd477.org](http://www.isd477.org) (click on Departments, Health Services) for information about immunizations, illness, medication, diseases, and downloadable forms.

## USE OF HEALTH SERVICES

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty. Students that are ill or injured should report to the Health Office so the Health Office Assistant can assist them to contact their parent/guardian or leave the building for medical care.

## EMERGENCY SHEET

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

## MEDICATIONS

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

1. A written order for the medication from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).

3. The medication must be supplied in the **original labeled bottle** in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked-up at the end of the school year will be disposed of.

To assure safety, parent should bring medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

### **ILLNESS**

Students who become ill during the school day **must report to the Health Office**. The Health Service Assistant will determine whether or not the student is able to continue with the school day. **It is not acceptable for students to leave school because of illness without reporting to the Health Office.** Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

### **Before returning to school:**

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

### **INJURIES**

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

## **CHILD WITH A HEALTH CONCERN**

Make your child's health concerns known to the District School Nurse or Health Service Assistant. Bring current signed Health Care Provider's orders and medication that will be needed each school year and with any changes that occur during the school year.

Work with the District School Nurse to develop an *Individual Health Plan* for your child at school each school year and with any changes that occur during the school year. Provide permission for the school district nurse to communicate with your child's healthcare provider by signing a *Data Release Form*, *Individual Health Plan*, and/or *Action Plan* for your child at school each school year and with any changes that occur during the school year. These forms can be found on the Health Services website: [www.isd477.org](http://www.isd477.org) click on Departments, Health Services, Parent Medical Forms. Provide parent/guardian and emergency contact phone numbers each school year and with any changes that occur during the school year. Health information about your child will be shared with school staff (and transportation staff) on a "need to know" basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share with transportation staff any health concerns, health information, and emergency medication to ensure the safety of your child while being transported.

## **ALLERGY AWARE SCHOOLS**

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

Peanuts/Nuts - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/peanut products. Check for the specific procedures in your child's school building.

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

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

## **IMMUNIZATIONS**

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

## **SCREENINGS**

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

## LUNCH ACCOUNT INFORMATION AND POLICY

### Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. You can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55-8:15 AM.

### Lunch Account Policy

Accounts that have a negative balance of -\$5.00 or more will not be allowed to charge on that account. Students should memorize their account number and keep it confidential. Accounts that have a negative balance of -\$2.00 or more will not be able to have milk at snack break (Princeton Primary only).

All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. There is no minimum payment on line.

If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

### Free or Reduced Lunches

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

### Kindergarten, First and Second Grade Snack Time Milk

Milk is offered as an option at snack break. The cost is \$0.40 for each milk. This is recorded in the classroom and deducted from the student's lunch account once a week. The free or reduced lunch program **DOES NOT** apply to milk taken at snack time. If you do not want your student to take snack milk, please discuss this with your child and the classroom teacher. This count is taken in the classroom and the lunch room has no control over who takes milk.

### Prices (subject to change):

Lunch (Primary)	\$2.30	Snack Milk	\$0.40
Lunch ( Secondary)	\$2.40	Reduced Lunch	\$0.00
Breakfast (All Schools)	\$1.45	Reduced Breakfast	\$0.00
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00
Second Entree (Secondary Only)	\$1.95	Second Lunch (Secondary Only)	\$2.95

### Student Lunch Menus

Menus are published on the Princeton Public School website [www.isd477.org](http://www.isd477.org). We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

### **Student Cold Lunches**

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

Primary Schools (K-5) - If your child brings an item with nuts in a packed lunch, they will be asked to sit at the "peanut" table in the lunchrooms to ensure the safety of all students.

### **Breakfast Program**

School breakfast is offered every school day from 8:00-8:15 AM. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **Expected Behavior**

Our Goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. They are expected to stand in line, be patient and courteous, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria. Children are encouraged to sample the variety of foods served. There are many fruits and vegetables to choose from.

## **COMMUNICATION**

### **Who To Call**

Frequently, parents find it beneficial/necessary to communicate with school personnel concerning their child. As a general rule, your child's classroom teacher can best respond to questions concerning his/her progress, work to be completed, peer relationships, etc. Princeton Primary's office personnel might best answer questions and/or concerns more general in nature. The principal invites any questions, which might be appropriately directed to him. The number to call is 389-6901.

### **Parent Teacher Conferences**

Two scheduled conferences are provided by the school calendar. Other conferences are held when necessary.

### **Volunteer Program**

It is the intent of our district to utilize volunteers to enhance our educational program. If you are interested in volunteering at the school, please contact our volunteer coordinator at 763-389-6929.

### **Visiting School**

Parents are always welcome to visit Princeton Primary School. As a courtesy to the teacher, it would be helpful to know of the parent's pending visit. We require all visitors, upon their arrival, report to the office. We also require that the visitor is signed with their driver's licenses and a nametag is worn.

## **GENERAL INFORMATION**

### **Morning Arrivals**

Children should not report to school before 7:55 a.m. School starts at 8:15 a.m. and it is important for students to arrive on time.

### **Transporting Your Child to and from School**

In the morning, if you are dropping off your child and not coming in to the building, drive up to the sidewalk next to the main entrance (west side of the Primary School). This is a stop-and-go area only. Please do not drop your child off so that he/she has to cross against moving cars without the assistance of an adult. If you would like to come in the building, use the designated parking lot. The buses drop students off in the back of the main building (east side). This bus loop is separate from the parent and staff parking lot. Parents should not use the back bus loop.

If you generally pick up your child at the end of the day, you have two options:

1. Use the curbside pick up, in which case you will need to have a car visor pass attached to your vehicle and visible to school staff. Visor passes are available by contacting the Princeton Primary office. There are three lanes of traffic that connect the Primary and Intermediate Schools. Use the lane closest to the Primary School when doing curbside pick up for our building.

Or

2. Park your car, come inside the building, and pick your child up in the cafeteria. Initially, you will need to show some type of photo identification when picking up your child in the cafeteria.

### **Changes to Your Student's Transportation Routine**

If your child will have any changes in his/her dismissal routine (for example, your child will be picked up instead of riding the usual bus or will take a different bus), you must provide a written note or a phone call indicating what the change will be. If we do not receive one or the other, your child will be dismissed according to their routine.

### **Release of Child during School Hours**

When you wish to pick up your child during school hours, it is necessary to report to the office. The following procedure will be followed:

1. Sign a log indicating who you are and which child you are picking up.
2. Your child will be called to the office or parent/parent-approved person will be given a pass to go to the classroom to pick up the child. They should have the teacher initial the pass and return the pass to the office.
3. If you must pick up your child before the end of the day dismissal, it is important that you do so before 2:25 p.m. Those wishing to pick up students after 2:25 p.m. will need to go through the regular dismissal process at the end of the day.

### **School Visitation by Children**

Students are not permitted to bring other students with them to school as visitors, unless the school principal grants special permission.

### **Change of Address**

Please contact the school office when you have a change of address or telephone number.

### **Transfer**

Please inform the school if you move out of the district. Parents must sign a request for release of their child's records when they enroll their child in their new school.

### **Snack Break**

Some grade levels at Princeton Primary have a “snack break” sometime during the day. Please send only a nutritious snack - not candy, chips or sweets.

### **Celebrations and Parties**

The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Birthday celebrations will be non-food celebration.

### **Lockers**

All first and second grade students will be assigned lockers (kindergartners have cubbies). Students are not allowed to put locks on their lockers. Valuables should never be left in your child’s locker. If you must send money or valuables to school, have your child hold onto them or check them in the office. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. Law permits the inspection of student lockers since the lockers are school property. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

### **Responsibility for Lost or Damaged Supplies or Equipment**

Under the authority from the School Board, Princeton Primary will charge fees for textbooks, workbooks, and library books lost, damaged or destroyed by students (Minnesota Statute 123B.37, Subd. 1 (b)).

### **Fire, Emergency and Weather Drills**

It is required by law that we hold a certain number of fire drills during the school year. When the fire alarm sounds, each class will follow the direction of the teacher who is following a building plan. The purpose of the drills is to learn how to evacuate the building in a quick but orderly fashion. All pupils and staff leave the building during these drills. There are also specific procedures to be followed for tornado drills and other emergencies.

### **Transportation**

Bus transportation for the school district is handled through Palmer Bus Company. If there are any questions about transportation, please direct them to 763-631-5315.

### **School Closings**

When school is closed for bad weather or other emergencies, the announcement will be sent using Skyward instant alert. The closing will also be announced on TV, radio & websites. See page 8 for a complete listing.

### **Staying in From Recess / Excused from Physical Education Class**

The recess period at lunch is considered part of each child’s daily physical education program. Therefore, children are expected to be going outside for a short period of time each day. If you feel your child is too sick to go outside or participate in Physical education Class (PE), we will allow your child to stay in from recess/PE for one day if he/she has a written note from you. We will allow additional day(s) with a physician’s note. The physician should include the diagnosis and outline any activity restrictions (such as no running, no weight bearing on right foot, etc.) Also, the physician should note when the child can return to normal activity.

### **Bicycles**

It is assumed that parents of bike riders have given permission for their children to ride to school. We would ask that bikes be locked during the school day, and that they be walked on and off school property.

### **Lost and Found**

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned in to the lost and found and are never claimed. We encourage you to label your students clothes. Parents and/or children should check the lost and found area in the cafeteria whenever things have been lost or misplaced.

### **The Pledge of Allegiance**

Students in each classroom recite the Pledge of Allegiance at least one time per week. Parents have the right to choose not to have their child participate.

### **District Policies**

All school district policies are available for your review on the school districts website [www.isd477.org/](http://www.isd477.org/) - District Information – Policies and Procedures

### **Photos in School/District Publications**

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers, Princeton Primary, or District 477 publications. Parents may request that their children's photographs and identifying names not be published. Please make your written request to the principal.

## **SPECIALIZED STAFF**

### **Speech**

Speech/Language Clinicians are employed by the school district to work with all the children in the district who need speech therapy. New students are screened in the fall for admittance to our speech therapy program.

### **School Social Worker**

An elementary guidance and counseling program is in place in our elementary schools. The developmental program sees application in large and small groups via classroom scheduling. The family/school facilitator also works with individual students, teachers, parents and other agencies to give your child a well-balanced educational setting.

### **School Psychologist**

The services of a school psychologist are available for testing and consultation and are arranged through the Rum River Education Cooperative.

### **Resource Team**

The Resource Team at Princeton Primary is committed to improving education so all students will learn. Through collaborative team planning and consensus decision making, the team provides individual and group instruction to a diverse population of learners who are at risk of school failure.

## **Behavior and Discipline Guidelines**

### **Tiger Pride**

Princeton Primary has adopted a Positive Behavior Intervention and Support (PBIS) philosophy known in our school as “**Tiger Pride.**”

The key to Tiger Pride is the idea that proper behavior needs to be taught and re-taught. Discipline is learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of these guidelines is to develop, in our students, an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Another important aspect of Tiger Pride is that it is school-wide. Guidelines have been established for expected school behavior and every person in our school community knows those guidelines for each area of our school. Basically, there are four major rules:

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect community.**

### **Students SHOULD NOT bring to school:**

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc.
- Shoes with wheels
- Electronic game toys or other electronic instruments or equipment
- Hardballs, softballs, or baseball bats
- Locks of any type, trading cards, figurines
- Any item that may cause a nuisance

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Any inappropriate items will be confiscated and will be required to be picked up by parents at the office. The school is not responsible for lost or stolen items.

### **Consequences**

At Princeton Primary we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of incidents, one or more of the following may be used:

- Conferences with student
- Warning
- Parent contact
- Lunch and/or recess spent in the office
- In-school suspension
- Out-of-school suspension
- Referral to counselor/school social worker
- Referral to Police Liaison Officer

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized to remove the child from an area. Parents will be contacted if their child needs to be removed from the school. The police will be called if necessary.

Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal.

### **Reasonable Force**

Minnesota State Statutes have been revised to allow the use of reasonable force by a teacher, school employee, bus driver, or other agent of the school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58 nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

### **Apparel**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

### **Clothing should be**

- Clean and neat
- Suitable for weather
- Labeled (coats, caps, boots) for identification

### **Unacceptable clothing and accessories include but are not limited to:**

- See through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- No underwear/undergarment should show
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

In all cases the ultimate authority on clothing issues is retained by school administration.

## Princeton Primary School Bully Prevention Program

**“Stop-Walk-Talk.”** Parents, if you hear your students using these words, they are following the bully prevention program at Princeton Primary. Stop-Walk-Talk teaches students how to respond if other students are acting like bullies. Our staff has also been taught how to respond if students engage in bullying behavior, that is, behavior that is disrespectful and can even be unsafe.

We would like to explain the program to you and suggest steps you can take to see that your students are not bullied and do not engage in bullying behaviors. You are key to the success of this program.

- 1) **“Stop” signal** – All students were taught the “Stop” signal. Our stop signal requires them to look directly at the other student, make the hand signal for stop (it is the time-out signal you use in sports), and use a firm voice to say, **“Stop”**. Students are encouraged to use the “Stop” signal if they are being bullied or if they see someone else being bullied. Students were also taught how to respond **if they are given the “Stop” signal**. The student receiving the “Stop” signal should immediately stop what he or she is doing, take a deep breath, count to 3, and then go on with their day following our school rules. Students were reminded that they should stop what they are doing, regardless of whether they agree that they deserved the stop signal or not. By following these guidelines, students show respect for themselves and one another.
- 2) **“Walk” away or ignore** – What if a student gives another student the stop signal, but the problem behavior continues? Students were then taught to **“Walk”** away or ignore the behavior. When it is not possible to walk away, such as while riding the bus, students were taught to **“ignore”** the student by looking the other way and not responding to them further either verbally or nonverbally (through gestures).
- 3) **“Talk”** – Finally, if students have tried to solve the problem themselves by using the stop signal and walking away or ignoring it, then they can **“Talk”** to an adult. All staff has been trained to respond to a student’s request to talk. First, the staff member will ask the student about the problem. Then, they will ask the student if they used the “stop” signal and tried walking away. Students will be praised for trying these steps or reminded about using these steps first before talking to an adult. Finally, the staff member will discuss the problem behavior with the student who is engaging in problem or disrespectful behavior. They will remind students what they are to do when they are given the stop signal by another student or students (i.e., immediately stop what they are doing, take a deep breath and count to 3, and continue with their day following our school rules). In addition, staff will enforce the appropriate consequence for breaking one of our school rules. Parents will receive notification from the school if their student continues to engage in disrespectful or unsafe behaviors.

One important exception to the “Stop-Walk-Talk” sequence is when a student is in danger such as falling on the playground or fighting. In this case, students were told to immediately tell an adult.

By encouraging students to use **Stop-Walk-Talk**, we hope that students will feel like they have tools to deal with problem behaviors, help one another out, get in trouble less often, feel safer at school and be better able to keep their focus on learning during their school day.

<b>I will respect...</b>	<b>Myself</b>	<b>Others</b>	<b>Property</b>	<b>Community</b>
<b>Enter/Exit Building</b>	Moving slowly and safely Going directly to my destination	Keeping my hands to myself Using a quiet voice Moving on the right side of hall	Keeping my hands to myself Picking up my belongings Leaving others property alone	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Classroom</b>	Being prepared to learn Moving safely and slowly Being proud of my work Following directions	Using a quiet voice Giving compliments Keeping my hands to myself Listening to others Raising my hand	Pushing in my chair Keeping the room clean and organized Using materials properly	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Hallway</b>	Moving slowly and safely Moving safely on the right side Moving facing forward to be safe	Keeping my hands to myself Moving slowly on the right side Turning my voice off	Keeping my hands by my side Erasing black marks that I make	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Bathroom</b>	Washing my hands Moving safely near the sink	Using only the amount of soap needed Being prepared to wait patiently in line	Making sure that I am not climbing on the walls, doors, and toilets Throwing away paper towels	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Cafeteria</b>	Waiting safely in line Eating my lunch Sitting safely on my pockets	Using my manners Talking quietly Holding my tray out for the cooks Enter my lunch number when it is my turn	Keeping my food on my tray when I am not eating it Cleaning up my spills	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>Playground</b>	Playing safely on the equipment Keeping rocks on the ground Coming to school prepared with warm clothes	Watching where I am going Helping others Playing with others Leaving others property alone	Picking up my belongings Playing safely on equipment Cleaning up and lining up when the whistle blows Putting lunches away	Teaching others how to be respectful by modeling behavior Encouraging others to make good choices
<b>On the Bus</b>	Obedying the driver to be safe Sitting properly to stay safe Keeping my hands inside the bus to be safe	Talking quietly Allowing other to sit with me Keeping my hands and belongings to myself	Picking up garbage Leaving the bus in the condition found Helping others pick up belongings and trash	Talking only to people inside the bus Keeping trash inside the bus Teaching others how to be respectful by modeling behavior

## **DISTRICT WIDE POLICIES AND PROCEDURES**

Princeton Public School policies may be viewed on the district's website:  
[www.isd477.org](http://www.isd477.org)

### **Directory Information**

Student directory data by law, are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history backgrounds for other volunteers, independent contractors, and student employees.

## **PROHIBITION OF WEAPONS**

### **School District Policy #501**

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. Students or non-students, including adults and visitors, are not to be in possession of weapons while on school property or at any school activity unless approved in advance by the superintendent or designee.

Any student in possession of a weapon other than a firearm may result in (1) confiscation of the weapon; (2) an initial suspension for up to five (5) days; (3) notification to the police, and (4) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

Possession of a firearm will result in expulsion of not less than one year per the Gun-Free Schools Act of March 31, 1994. The school board may modify the expulsion on a case-by-case basis.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, and mace/pepper spray\*. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Parents of a student may make special arrangements with the building principal if a student needs to carry mace/pepper spray for defensive purposes outside the school setting. These substances must be checked into the office.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **HARASSMENT AND VIOLENCE**

### **School district policy #413**

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

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## **STUDENT TRANSPORTATION SAFETY**

### **School district policy #709**

#### **II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be reported to and imposed by the Building Principal or the Principal's designee. Serious misconduct will be reported to local law enforcement.

#### **A. School Bus and Bus Stop Rules**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior. The bus company manager will forward the misconduct report to the appropriate Building Principal or Principal's designee.

## B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. After getting off the bus, move away from the bus.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.

## C. Rules on the Bus

The following rules will be posted on each school bus:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. Eating or drinking are allowed at the discretion of the driver.
- \*7. No fighting, harassment, intimidation or horseplay.
- \*8. Do not throw any object.
- \*9. No use or possession of alcohol, tobacco, drugs, or paraphernalia.
- \*10. Do not bring any weapon or dangerous objects on the school bus.
- \*11. Do not damage the school bus.
12. Pets or animals of any type or size will not be transported on the bus.
13. Skateboards, scooters, sleds, sporting equipment, fishing rods, and related items cannot be brought on the bus.

\*These offenses may result in immediate suspension from riding the bus.

## D. Consequences

Consequences for school bus/bus stop misconduct will apply to all field trips, activities, and regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are responsible for the student's transportation during the suspension.

### 1. Elementary (K - 5)

**1<sup>st</sup> offense** – Written warning

**2<sup>nd</sup> offense** – 3 school day suspension from riding the bus

**3<sup>rd</sup> offense** – 5 school day suspension from riding the bus

**4<sup>th</sup> offense** – 10 day suspension from riding the bus/meeting with parent.

**Further offenses** - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

### 2. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

3. **Records**  
Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Record also may be maintained in the transportation office.
4. **Vandalism/Bus Damage**  
Students damaging school buses will be financially responsible for the damages and repair. Any damage to a seat will result in a \$50 fine. Fines must be paid (or arrangements made to be paid) before the student may ride again.
5. **Notice**  
Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
6. **Criminal Conduct**  
In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

### III. PARENT AND GUARDIAN INVOLVEMENT

#### A. **Parent/Guardian Responsibilities For Transportation Safety**

1. Become familiar with district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the school district.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Please notify your driver at School Bus Headquarters (763-631-5315) when your student is not going to ride the normal route.
12. In order for a student to be picked up or dropped off at a point other than the regular boarding point, the parents or guardians must sign, date and have delivered to the driver a permission slip and call School Bus Headquarters (763-631-5315), to verify the permission slip.

#### B. **Parent and Guardian Notification**

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

The complete policy is accessible at [www.isd477.org](http://www.isd477.org) or by contacting the district office.

## SUSPENSION, EXCLUSION, EXPULSION

### A. SUSPENSION

1. Definition: "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a re-admission plan. The re-admission plan shall include where appropriate, a provision for alternative programs to be implemented upon re-admission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules such as fighting, sexual harassment, classroom disruption, failure to do detention, vandalism, stealing, forgery, smoking, truancy, insubordination, etc. Suspension from school may be for a period up to and including ten days and will be imposed by the principal or dean. Students who are suspended out of school must remain off the school grounds during the entire time of suspension. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

### B. EXPULSION

Definition: "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

Grounds: A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

#### Length of Expulsion:

When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion. The following factors will be considered, to the extent the School District determines relevant, when the length of an expulsion is established.

- a. The nature of the misconduct.
- b. The harm caused or threatened by the misconduct.
- c. The student's behavioral and disciplinary history.
- d. Mitigating circumstances.
- e. The student's age.
- f. The student's educational needs.
- g. Characteristics of the victim.
- h. The student's recognition of the misconduct and its significance.
- i. The presence or absence of a weapon.

This list is not all-inclusive. Unique circumstances which cannot be anticipated might exist in individual cases. The School District expressly reserves the right to consider and give the weight it determines appropriate to such unique circumstances.

Permanent Record: The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

## STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

### School district policy #417

It is the policy of Independent School District No. 477 to create a positive, healthful learning environment for all students. The district believes that student use of chemicals-- tobacco, alcohol and other drugs -- leads to an unproductive and unhealthy environment. Therefore, the following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (e.g., field trips, athletic events, etc.). The consequences described in each section of the policy are defined as minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy shall be subject to the following:

### CHEMICAL USE AND ABUSE

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

#### 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, 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.

#### Consequences

The following consequences will be assessed to students for violations which occur at any time in school buildings, on school grounds, on school buses, and at school events that take place away from school (i.e. field trips, athletic events, etc.). The consequences described in this policy are defined as recommended minimums, and principals/designees have discretionary authority for further consequences, recognizing the individual circumstances for each student. Students found in violation of this policy may be subject to the following:

**Violation:** Use/Possession of Smoking Materials, Tobacco Products, Alcohol and other Mood-Altering Substances, and /or any look alike substance.

**Action:** Notification of parents; Notification of police; K-5 up to a five day in/out of school suspension; grades 6-12 a five day in/out of school suspension; referral to the building pre-assessment team; consideration of expulsion.

**Violation:** Distribution, Sale or Purchase of Tobacco Products, Smoking Materials, Alcohol, Other Mood-Altering Substances and/or Drug Paraphernalia, and /or any look alike substance

**Action:** Notification of parents; Notification of police; referral to building pre-assessment team; a 10 day suspension from school; recommendation to the school board for expulsion from school for one calendar.

**TECHNOLOGY USE**  
**School district policy # 524**

**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 system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable 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**

1. 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.
  - a. Information or materials that could cause damage or danger of disruption to the educational process;
2. 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.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
5. 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.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements. The Internet when off school district premises also may be in violation of this policy as well as other school district policies.
7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school
  - b. A student or employee engaging in the foregoing unacceptable uses of 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.

## High School Handbook Revisions

### 2017-2018

Although the high school handbook will look similar to those of previous years, for the 2017-2018 school-year product we teamed with the Middle School to closely align the structure of our handbooks so parents and ninth graders can more easily locate information. As a result, many of the segments have moved or been recombined, or both, to better facilitate the flow. In an attempt to not further confuse the issue, I will only address actual changes, not where (or why) sections were moved.

The “Equal Educational Opportunity” statement was removed

Attendance information has been amended to reflect updates to Policy 503, Student Attendance. Also, the statement that students need to have their planner stamped was removed.

The Attendance Incentive program has been suspended for the 2017-2018 school year to enable administration to study and analyze the results of the parent, student and staff surveys that were offered this spring.

The section on schedule adjustments and number of classes students should be carrying was amended to take into account the change in class periods per trimester.

A misprint in the Academic Honesty section was removed from the “third and all other offenses” so it now reflects that credit for the assignment will be lost, rather than for the entire course.

Updates were made in the Advisory section, again to reflect the new daily schedule. Advisory will meet weekly for all grades.

Graduation requirements were revised due to new daily schedule.

The section on the National Honor Society was amended to say that students may apply in the spring (from “are invited to make an application”).

Mandated Reporting: needed a typo fixed.

The Visitors segment was changed to reflect new procedures for signing in to the building.

“Discipline Philosophy” as a heading was changed to our Code of Conduct, and a new statement about PBIS was added in lieu of the former statement about student conduct.

We added to the Harassment and Bullying section reminding students that we encourage reporting of bullying and harassment, and that all reports are addressed.

“Displays of Affection” was redefined as “intimate behavior between two or more people in a public setting”.

The section on Student Grievances was renamed Problem Solving, and updated to align with the communication expectations utilized in the Activities area.

The Directory Information Restriction Request form was removed from the handbook but this section still informs parents and students that they can restrict their information.

Policies were updated as needed.

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# Princeton High School

## 2017/2018

**807 SOUTH EIGHTH AVENUE  
PRINCETON, MINNESOTA 55371-2163  
PHONE (763) 389-4101  
FAX (763) 389-5816  
WWW.ISD477.ORG**

### **PRINCETON HIGH SCHOOL OFFICE HOURS**

7:30 a.m. to 4:00 p.m.  
Friday 7:30 a.m. to 3:30 p.m.

Property of: _____	
Address: _____	
Phone #: _____	Email: _____
In case of emergency, please notify:	
Name: _____	Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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## MISSION

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

## VISION

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

Dear Students & Parents/Guardians:

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

The high school reserves the right to modify building policies and/or procedures when the administration determines the changes are in the best interests of the school community. Such changes will be communicated to students, parents and staff in a timely and appropriate fashion.

The high school years are exciting times for students. At the same time, they are extremely important years in terms of social, academic and personal development. We encourage students to explore new programs and activities at the high school. Princeton High School is committed to providing stimulating and challenging experiences for all students.

We hope you have an exciting, enjoyable and productive school year.

Sincerely,

Barb Muckenhirn  
Principal

## EMERGENCY SCHOOL CLOSING

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

- Radio:**
- WCCO 830 AM
  - WQPM 1300 AM/KLCI 106.1 FM
  - KBEK 95.5 FM
  - KCLD 104.7 FM/KNSI 1450 AM/KZPK 98.9FM/KCML 99.9 FM
  - WWJO 98.1 FM/WJON 1240 AM
- Television**
- WCCO-4
  - KSTP-5/KSTC-45
  - KMSP/FOX-9
  - KARE-11
- Web sites**
- [www.isd477.org](http://www.isd477.org)
  - [www.wcco.com](http://www.wcco.com)
  - [www.kare11.com](http://www.kare11.com)

## BOARD OF EDUCATION

Deb Ulm, Chair ..... 763-234-7645  
Craig Johnson..... 763-634-2550  
Eric Minks..... 763-238-1571  
Eric Strandberg..... 763-226-7664  
Howard Vaillancourt..... 763-389-3627  
Sue VanHooser ..... 763-389-5271  
Chad Young..... 763-389-4217

## SUPERINTENDENT OF SCHOOLS

Julia Espe..... 763-389-6184  
District Office  
706 First Street  
Princeton, MN 55371

## HIGH SCHOOL ADMINISTRATION

Barb Muckenhirn - Principal..... 389-6011  
Emorie Colby - Assistant Principal..... 389-6015  
Tricia Ford - Counselor/Dean..... 389-6016  
Allen Balsley - Counselor/Dean..... 389-6021  
Sarah Durch - Counselor/Dean..... 389-6017

## ACTIVITIES DIRECTOR

Darin Laabs ..... 389-6047

## SCHOOL BELL SCHEDULE

1st Period .....	7:50 – 8:45
Passing .....	8:45 – 8:50
2nd Period .....	8:50 – 9:45
Passing .....	9:45 – 9:50
3rd Period .....	9:50 – 10:45
Passing .....	10:45 – 10:50
Lunch .....	10:50 – 11:50
Passing .....	11:50 – 11:55
4th Period .....	11:55 – 12:50
Passing .....	12:50 – 12:55
5th Period .....	12:55 – 1:50
Passing .....	1:50 – 1:55
6th Period .....	1:55 – 2:50

## ADVISORY

### Monday

9 <sup>th</sup> Gr. Advisory & 11 <sup>th</sup> Gr. Lunch .....	10:50 – 11:20
11 <sup>th</sup> Gr. Advisory & 9 <sup>th</sup> Gr. Lunch .....	11:20 – 11:50

### Tuesday

10 <sup>th</sup> Gr. Advisory & 12 <sup>th</sup> Gr. Lunch .....	10:50 – 11:20
12 <sup>th</sup> Gr. Advisory & 10 <sup>th</sup> Gr. Lunch .....	11:20 – 11:50

## 2-HOUR LATE START SCHEDULE

1st Period .....	9:50 – 10:25
Passing .....	10:25 – 10:30
2nd Period .....	10:30 – 11:05
Passing .....	11:05 – 11:10
3rd Period .....	11:10 – 11:45
Passing .....	11:45 – 11:50
Lunch .....	11:50 – 12:50
Passing .....	12:50 – 12:55
4th Period .....	12:55 – 1:30
Passing .....	1:30 – 1:35
5th Period .....	1:35 – 2:10
Passing .....	2:10 – 2:15
6th Period .....	2:15 – 2:50

## ADVISORY

### Monday

9 <sup>th</sup> Gr. Advisory & 11 <sup>th</sup> Gr. Lunch .....	11:50 – 12:20
11 <sup>th</sup> Gr. Advisory & 9 <sup>th</sup> Gr. Lunch .....	12:20 – 12:50

### Tuesday

10 <sup>th</sup> Gr. Advisory & 12 <sup>th</sup> Gr. Lunch .....	11:50 – 12:20
12 <sup>th</sup> Gr. Advisory & 10 <sup>th</sup> Gr. Lunch .....	12:20 – 12:50

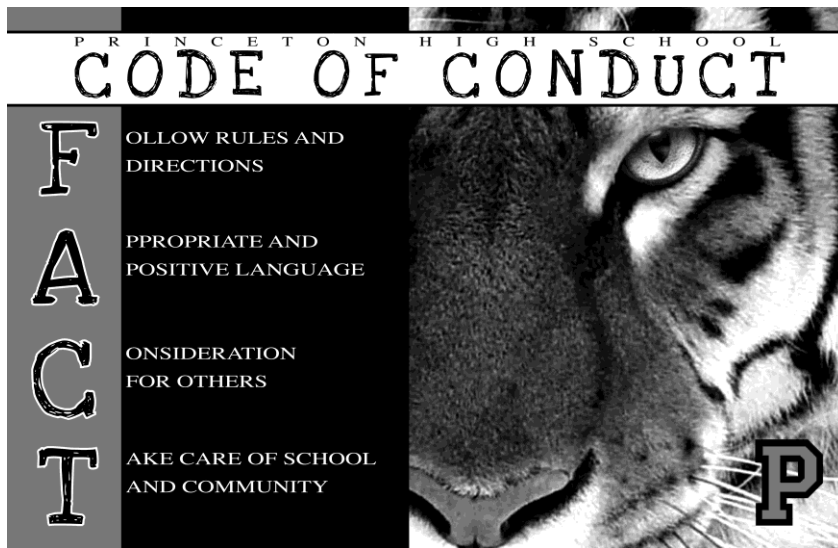
## HIGH SCHOOL CALENDAR 2017-2018

This calendar follows the district calendar available on the website

September 5.....	School Begins for Freshmen
September 6.....	School Begins for Grades 10-12
September 7.....	PHS Student Pictures & Senior Class Photo
September 25.....	Homecoming Coronation
September 29.....	Homecoming vs Rocori - 7:00 p.m.
October 13.....	Picture Retakes
October 13.....	Mid-Term Grading
October 16.....	H.S. Parent Conferences 3:30-7:00 p.m.
October 19-20.....	No School - MEA Prof. Convention
October 23.....	No School - Staff Development
November 22.....	No School - Staff Development
November 23-24.....	No School - Thanksgiving Break
November 30.....	End of 1st Trimester
December 1.....	No School - Staff Development
Dec. 22-Jan. 1.....	No School - Winter Break
January 2, 2018.....	School Resumes
January 15.....	No School - Staff Development
January 19.....	Mid-Term Grading
January 24.....	H.S. Parent Conferences 3:30-7:00 p.m.
February 19.....	Presidents' Holiday - No School
February 22.....	Registration
March 2.....	End of 2nd Trimester
March 5-6.....	No School - Staff Development
March 29-April 2.....	No School - Spring Break
April 13.....	Mid-Term Grading
April 19.....	H.S. Parent Conferences 3:30-7:00 p.m.
April 24.....	ACT/Pre-ACT – No School for Gr. 9 & 12
May 2.....	School Board Scholar Banquet - 6:30 p.m.
May 5.....	Prom
May 9.....	Senior Awards Night - 7:30 p.m.
May 25.....	Commencement - 7:00 p.m.
May 28.....	Memorial Day
May 31.....	End of 3rd Trimester/Last Day of School
June 1.....	Staff Work Day

## DIRECTORY INFORMATION REGARDING STUDENTS

Student directory data by law are available to the general public, unless the district receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, e-mail address, photo, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents and guardians who wish to restrict this data from the general public should send a request to the building principal by Oct. 1 of each school year. The request must include information as outlined in Policy 515, available in its entirety on the District Website.



Princeton High School encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. Students are expected to conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Students are expected to follow the Princeton High school Code of Conduct.

## **ATTENDANCE PLAN**

(ISD 477 Policy 503: Additional information about this policy can be found in the policy section of this handbook and on the district's website.)

The Princeton High School staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this plan is to encourage regular school attendance.

Class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrators. These procedures help promote excellent student attendance.

### **STUDENT RESPONSIBILITY**

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

### **PARENT/GUARDIAN'S RESPONSIBILITY**

It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school within 2 days of the absence of the reason for the absence, and to work with the school and student to resolve any attendance concerns that arise. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's full name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day.

### **TEACHER'S RESPONSIBILITY**

It is the responsibility of the teacher to accurately record daily attendance in each hour. It is also the teacher's responsibility to provide students who have been absent with the work they missed upon request.

### **SCHOOL'S RESPONSIBILITY**

It is the school's responsibility to encourage students to attend all classes and study halls. It is also the school's responsibility to inform the student's parent/guardian of the student's attendance, to follow state statutes governing truancy, and to work cooperatively with the parent/guardian and the student to ensure regular school attendance. (Policy 503 can be found in its entirety on the district website)

## **LEGAL STATUTES REGARDING ATTENDANCE**

### **ATTENDANCE LAW**

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22, Subd. 5) provides that every child between seven and seventeen years of age shall attend a public school or private school for not less than nine months during any school year. Students between the age of seventeen and eighteen must be eligible under MN 120A.22, Subd. 8, in order to withdraw from instruction.

### **CONTINUING TRUANT**

Minn. Stat. 260A.02, Subd. 2 provides that a continuing truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for 3 or more class periods on 3 days.

### **HABITUAL TRUANT**

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

### **TRUANCY PROCEDURES**

1. After 3 unexcused absences a letter will be sent to parent/guardian to inform of continuing truancy, and a referral to a county program may occur.
2. After 7 unexcused absences a second letter of habitual truancy will be sent to parent/guardian and a Truancy Petition may be sent to the county attorney and/or a referral to a county program intended to improve attendance will be made if not done previously.
3. In addition to the above consequences, students who are truant may receive in school suspension.

## WITHDRAWAL PROCESS

Parents who wish to withdraw their seventeen year old student from instruction are required by law to meet with school personnel. The process for withdrawal from instruction is as follows:

1. Parent/guardian and student arrange a meeting with counselor or assistant principal to discuss the educational opportunities available to the student.
2. All school-owned books and materials must be returned. Fines and fees must be paid.
3. An internal withdrawal form must be signed by the parent, a school administrator, the student and the student's teachers indicating that materials have been returned and fees paid, and noting grades-to-date.

## ATTENDANCE INCENTIVE

This program has been suspended for the 2017-2018 school year, pending review and analysis of data.

## ABSENCES

A student will be considered absent when the student is missing from class.

Excused Absence - Authorized by the parent/guardian and accepted by the school.

The following are examples of excused absences:

1. Illness of student serious illness in the student's immediate family.
2. A death or funeral in the student's immediate family, or of a close friend or relative.
3. Medical, dental, or orthodontic treatment, or a counseling appointment.
4. Court appearances occasioned by family or personal action.
5. Physical emergency conditions such as fire, flood, storm, etc.
6. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
7. Family emergencies.
8. Active duty in any military branch of the United States.
9. A student's condition that requires ongoing treatment for a mental health diagnosis.
10. Other reasons approved by a building administrator.
11. Pre-arranged absences: Absences for family trips requested by parent or guardian and approved by the principal will be excused. Arrangements of this type should be made in advance and work should be made up before the absence occurs, if possible.

Note: After 10 cumulative excused absences a doctor's note or other verification may be required.

Unexcused absences include those absences which cannot be classified in the above categories and/or are not approved by the school.

The following are examples of unexcused absences regardless of parent/guardian approval:

1. Caring for a younger family member.
2. Leaving school at any time without proper prior authorization.
3. Failure to verify an absence within time allotted.

## ATTENDANCE PROCEDURES

Parents/guardians should call the Student Attendance Line (763-389-6014) each day their son or daughter is absent. Parents/guardians may call the Attendance Line 24 hours a day and leave a message. If no prior contact has been made before the student returns to school, a signed note is required stating the student's name (including middle initial), grade, date(s) of absence, and reason for absence. A note verifying an absence will be allowed up to ten days following the return of the absent student to school. State regulations require that a student who is absent without excuse for fifteen (15) consecutive days of school must be dropped and formally readmitted to return.

### LEAVING SCHOOL

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

### HEALTH OFFICE (SEE SECTION ON HEALTH SERVICES)

Students wishing to see the health assistant must have a pass from their teacher, except in cases of emergency, or to follow a medication schedule. **Students leaving because of illness must be excused by the health assistant after the health assistant has consulted with a parent.**

### MAKE-UP WORK

Teachers are not required to provide or grade work if the absence is not coded "excused". Excused absences will not result in reduction in grades, but failure to complete work usually will affect grades. Assignments and homework can be collected in the office after a student is absent three or more days. Teachers are responsible for providing assignments after the student or parent/guardian requests assignments from the office or directly from the teacher. Student and/or parent/guardian are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not. Students will be allowed two school days' make-up work time after returning from an excused absence. Long-term assignments or tests may still be due the day of the student's return to school. Testing and due dates may be extended at the discretion of the teacher.

### PARENT/GUARDIAN NOTIFICATION OF ABSENCES

Parents/guardians may be notified daily by automated telephone if their student is absent from any class. In addition, parents can monitor attendance and grades online through their Skyward account.

### ABSENCES DUE TO SECTION/STATE TOURNAMENT ATTENDANCE

The following are intended to help maintain attendance of all PHS students during tournament play. Tournament attendance procedures are as follows:

1. When a PHS team or an individual(s) is in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation
2. When participants of an activity wish to spectate at a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

### TARDINESS

Tardies will be handled by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if 15 minutes tardy without a legitimate pass, or if they are out of class for 15 minutes or more without explicit permission to be gone that long.

# ACADEMIC INFORMATION

## ADMISSION PROCEDURES

Students currently enrolled in another school district can transfer to Princeton High School at any time. Students who transfer to or from Princeton are strongly encouraged to transfer at a date which coincides with the beginning of the next trimester. Credits earned through non-accredited schools will be transferred as Pass/Fail grades only. Students may be required to demonstrate competency of credit transferred from non-accredited schools.

Students not currently enrolled in any school and who wish to be admitted or readmitted to Princeton High School are strongly urged to enroll 2-3 weeks prior to the beginning of a trimester. Students not currently enrolled in school will not be admitted after the first five (5) school days of a trimester. The student will be required to wait until the beginning of the next trimester. Students transferring from an Area Learning Center may be referred to our affiliated ALC.

## WITHDRAWAL PROCESS

Parents who wish to withdraw their student from Princeton High School in order to enroll that student elsewhere should follow this procedure:

1. Student picks up a Withdrawal Form from the Guidance Office.
2. Student returns all books and materials to his/her teachers and media center.
3. Teachers sign the form and note the student's current grade.
4. A copy of withdrawal form is given to student and parent/guardian after it is signed by a dean.

## SCHEDULE ADJUSTMENTS

All students are required to carry a minimum of five credits, and are encouraged to carry six, each trimester while they are registered at Princeton High School unless authorized by an administrator to carry fewer. Students are allowed two days to change classes; all changes after this time period will require permission from a principal. Logistics prevent us from being able to fulfill specific teacher, hour or lunch requests.

Students carrying six credits a trimester may drop one class without penalty through the first six weeks of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's G.P.A. Should the student fall below five classes, *the class(es) being dropped will reflect an "F" for the final grade.*

## POLICY FOR ACADEMIC HONESTY

Princeton High School students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standards, and any act that misrepresents a student's schoolwork or that diminishes the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, assisting another student in cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation, i.e. using, without attribution, another person's ideas, concepts or words), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned.

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

**First Offense:** No credit given for the assignment/ test/activity/project on which academic dishonesty occurred. A retake (of tests), a rewrite (of papers), and another chance on projects will be allowed, and must be scheduled within seven calendar days with the teacher.

**Second Offense:** No credit given for the assignment/test/activity/project on which academic dishonesty occurred. Further education about what constitutes academic dishonesty will occur. ISS will be assigned.

**Third and all other Offenses:** Grade of "F" for the assignment/test/activity on which the academic dishonesty occurred. ISS will be assigned. After three offenses, consideration will be given to withdrawing the student from the course in which the academic dishonesty occurred and assigning a final grade of "F" for the trimester.

Note: National Honor Society students who engage in academic dishonesty jeopardize their status as a member of NHS.

All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file and will be reported to the Activities Director if applicable. Incidents of academic dishonesty shall be cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School. Parents will be informed of each incident by the teacher, and consequences will be assigned by an administrator.

## STUDENT ADVISORY

Students will be assigned to an advisor and will meet in their Advisory group weekly. This program is required for all students. The curriculum used during Advisory is based on "Ramp-Up to Readiness" (tm) from the University of Minnesota. This is a school-wide advisory program that features an interactive series of activities designed to help all students graduate from high school prepared for post-secondary success. Students are required to meet specific milestones that are noted on final student transcripts.

## GRADING

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

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

## WEIGHTED GRADING

Grades for College in the Schools courses (CIS) and Accelerated Placement (AP) courses are weighted. Grades for PSEO and articulated courses are not weighted.

## INCOMPLETES

A mark of incomplete may be given to those students at midterm who, due to absence, will need additional time. An incomplete grade for the six weeks means that the student has not completed the work for that grading period. Since the six week grade is a part of the final grade for the course, this incomplete will block the granting of a final grade until the required work is completed. A deadline for handing in the required work will be established by the teacher. If the incomplete work is not completed within two (2) weeks of the end of the term, the incomplete final grade for the trimester course will automatically be changed to an "F". The two-week deadline may be extended in mitigating circumstances.

## PASS/FAIL OPTION

This option is available to juniors and seniors only. One (1) elective credit can be taken on a pass/fail basis. Students must earn the equivalent of a "C" grade to pass the class. Students wishing to take a class on a pass/fail grading basis or to obtain a credit for the class may do so during the first four weeks. A request to register for a class on a pass/fail basis must be submitted to a counselor. This grading option is intended for use by juniors and seniors willing to take difficult academic work.

## AUDIT OPTION

Students wishing to audit a class (take a class for no credit) may do so any time during the first four weeks. A request to audit a class must be submitted to a counselor.

Audits, special credit, and grading situations will be reviewed and decided upon by the principal.

## ONLINE LEARNING

Princeton Public Schools offer a new online educational program called Princeton Online Academy. High school students have the option to enroll full-time or supplement some of their high school courses. Online courses can be used to complete all or part of an educational program Princeton. In addition, there are other online providers: see MN Department of Education website or see your Guidance Counselor/Dean.

If a student enrolls full-time with an approved online learning provider other than Princeton Online Academy, that student is no longer enrolled in Princeton High School. A student may enroll with an online learning provider for up to 50% of a trimester's courses (3 courses per trimester). See your Guidance Counselor/Dean for additional information on timelines and other requirements for enrolling in online learning.

## MARKING AND GRADING PERIODS

### 1st Trimester

Mid-Term	October 13
End of Trimester	November 30

### 2nd Trimester

Mid-Term	January 19
End of Trimester	March 2

### 3rd Trimester

Mid-Term	April 13
End of Trimester	May 31

## EARLY GRADUATION

The early graduate must understand that he or she:

1. may not participate in sports or activities sponsored by the school after leaving school.
2. may attend school sponsored functions such as dances.
3. may attend prom, class party night.
4. must attend graduation rehearsal.
5. are not allowed in the school building or on school property without permission (during the school day) in that they are no longer registered for classes.
6. cannot participate in P.S.E.O.

## GRADUATION REQUIREMENTS

All students must take/pass tests as required by the State of Minnesota for purposes of graduation. In addition to successful completion of these requirements, students must earn the minimum credits, as listed below. Information about required courses and further clarification of requirements are identified in the Princeton High School Registration Guide.

### CLASS OF 2018

English	8 credits
Social Studies	7 credits
Mathematics*	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Careers	1 credit
Arts**	2 credit
Electives	<u>21 credits</u>

**54 Credits Completed**

### CLASS OF 2019

English	8 credits
Social Studies	7 credits
Mathematics*	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Careers	1 credit
Arts**	2 credit
Electives	<u>24 credits</u>

**57 Credits Completed**

### CLASS OF 2020

English	8 credits
Social Studies	7 credits
Mathematics*	6 credits
Science	6 credits
Physical Education	2 credits
Health	1 credit
College and Careers	1 credit
Arts**	2 credit

Electives 27 credits  
**60 Credits Completed**

### CLASS OF 2021

English 9 credits  
Social Studies 7 credits  
Mathematics\* 9 credits  
Science 7 credits  
Physical Education 2 credits  
Health 1 credit  
College and Careers 1 credit  
Arts\*\* 2 credit  
Electives 30 credits  
**68 Credits Completed**

\*For Class of 2020, Class of 2019 and Class of 2018, Intermediate Algebra and Geometry are year-long courses, worth three (3) credits. Two of the credits count as required credits and the third is an elective credit. For Class of 2021, 3 credits are required in Intermediate Algebra, Geometry and Advanced Algebra.

\*\*Arts include courses in Music, Theatre, Visual Arts, as well as selected Computer and Photography classes. Specific course requirements can be found on the Princeton High School website and in the Registration Guide.

## COMMENCEMENT

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

## HONOR ROLL

The Honor Roll will be posted at the end of each trimester. This will be published three times a year. If you have an incomplete that is made up later in the trimester, this will not be published. In order for you to be on the "A" Honor Roll, you must have a 3.500 to 4.000 grade point average (G.P.A.) for the trimester with no failures in any subject. In order for you to be on the "B" Honor Roll, you must have a 3.000 to 3.499 grade point average for that trimester with no failures in any subject. To be included in honor roll, students must be enrolled in a minimum of four (4) credits. The points for each marking grade are as follows:

A	4.000	C+	2.333
A-	3.667	C	2.000
B+	3.333	C-	1.667
B	3.000	D+	1.333
B-	2.667	D	1.000
		D-	0.667

## NATIONAL HONOR SOCIETY

Selection into the Honor Society is an honor. Eligible students may apply in the spring for membership. A screening committee must endorse the request for membership. Selection is based on outstanding scholarship, character, leadership and service to school and community.

### Criteria for Application to NHS:

1. Must have a minimum 3.5 cumulative GPA.
2. Must be in 11th or 12th grade.
3. Must be actively committed to school and/or community activities.

## ACADEMIC RECOGNITION PROGRAMS

It is the policy and practice of the school board to promote academic excellence. Furthermore, the board wishes to recognize those students who have demonstrated outstanding academic achievement.

1. **School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipient and their parents will be recognized at a reception sponsored by the school board.
2. **Principal's List** – Certificate for students earning 4.000 in any trimester.
3. **A Honor Roll** – Certificate for students earning 3.500 – 4.000 in any trimester.
4. **B Honor Roll** – Certificate for students earning 3.000 – 3.499 in any trimester.
5. **Graduation With Honors**
  - a) Summa Cum Laude (3.900 – 4.000) Gold Cord
  - b) Magna Cum Laude (3.700 – 3.899) Red Cord
  - c) Cum Laude (3.500 – 3.699) White Cord
6. **Other Graduation Recognition**
  - a) Military Enlisted – Red, White and Blue Cord
  - b) NHS Member – Royal Blue Cord

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

## FINES

State law requires schools to notify students that "the school will charge appropriate replacement fees for textbooks, workbooks, or library books lost or destroyed by

students.”

If, in the instructor’s opinion, no undue wear has occurred, there is no assessment for the use of the textbooks. If there has been undue wear or vandalism, or the text is not returned, students will be assessed for the damage to, or the replacement of, the item. Book covers are strongly recommended.

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

## **INDEPENDENT STUDENT STATUS**

To achieve independent student status at PHS a student must first recognize that this status is not attained by reaching the age of 18. A student may achieve independent status by having parents sign an affidavit indicating that the student in question does not live at home and that parents are no longer executing their parental rights over this student. Independent student status forms are available in the main office. **Students are required to adhere to all school and district rules and regulations regardless of their age, including the closed lunch policy.**

All school correspondence, grade reports, attendance record, and behavioral record shall be directed to a student’s parents/legal guardians unless the school has on file a written statement by the parents/legal guardians stating the specific student is no longer under their care or supervision. The document or letter must be cleared with the principal. An independent student may only write his/her own notes regarding absences, requests for medical appointments, etc., if one of the aforementioned documents has been approved by the principal.

## **ENROLLMENT AT A PARTICULAR SCHOOL**

The aim of this district is for the academic and personal success of every student, and to that end we offer a variety of options for the many types of learners, and attempt to meet the needs of every student. At times it becomes clear that a particular student is not making adequate progress in the high school setting while creating a negative impact on others. For this reason district officials reserve the right to refer a student to our Alternative Learning Center per MN 120A.36, which states, “Attendance at a particular public school is a privilege not a right for a pupil”. Students may also be referred to the ALC due to chronic truancy, per MN 124D. 68 subd. 2a. 11.

## **MEDIA CENTER PROCEDURES**

The media center aspires to be a collaborative learning space, and welcomes classrooms, and students who have a pass from their teacher. Expectations for behavior include respect for other students and for the space. Students are asked to not be excessively loud, and to not eat in the media center.

Books are checked out for **four** weeks at a time. They may be renewed for an additional four weeks as long as no one else has requested them. Students may stop into the Media Center any time to renew books, even if the book(s) are at home. When a book is lost, the student will need to pay the cost of the replacement for that book.

## **SIGNS, POSTERS, LITERATURE**

Any sign or poster that is to be displayed in the school building requires the prior approval of the principal or assistant principal. An approval signature must be visible on lower right hand corner of the poster. Posters cannot be displayed on sheetrock walls or in bathrooms and stairways; bulletin boards are provided to display posters. Limited bulletin board space requires poster size to be no larger than 11” x 17”.

## **THEFT REPORTS**

Theft reports should be filled out in the assistant principal’s office. The school resource officer should also be made aware of the theft. Every effort will be made to recover the stolen item(s).

## **INTERVIEWS WITH STUDENTS BY OUTSIDE AGENCIES**

The school district has legal custody of students during the school day. It is the responsibility of the school administration to make an effort to protect each student’s rights with respect to interviews by non-school officials.

The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interviews has been granted by the building principal or designee. For the purpose of this policy, transportation supervisors shall be considered school district personnel.

A principal will not, without parental or guardian consent, grant permission to conduct an interview with a minor student when, in the judgment of the principal, the results of such an interview could lead to criminal prosecution of the student. Exceptions to this restriction include:

1. When a court order is presented by a recognized official which grants permission for an interview to take place.
2. When the principal believes that unless an interview takes place immediately, clear and imminent danger could exist for the student or others.
3. When investigating school related incidents; the school resource officer would be considered a “school official”.

An attempt will be made to contact parents to inform them of the request. Parental notification or consent is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim (*see Interviews of Students by Outside Agencies, policy 519, at the district website*), or when a court order precludes or eliminates the need for parental notification.

## **MANDATED REPORTING**

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of students, it is the policy of the School District to comply with state mandates by requiring teachers and staff to report suspected neglect and physical or sexual abuse of children. (MN. Statute Section 262.556, Sub. 3. Policy 414.)

## **CONTACTING A STUDENT DURING THE SCHOOL DAY**

If you need to leave a message for a student during the school day please call 389-6001. Students are called to the office to receive messages between classes throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. **This message line should not be used for messages regarding student attendance; that number is 389-6014.**

## **LUNCH INFORMATION AND EXPECTATIONS**

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

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Parents can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student’s full name, account

number, and have the amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or longer. Lunch payments are collected every morning in the cafeteria from 7:20-7:45 am.

#### **Lunch Account Policy**

Students who have accounts that have a negative balance of -\$5.00 or greater will not be allowed to charge on that account. Students should memorize their account number and keep it confidential.

All account balances must be positive by **May 15<sup>th</sup>** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

#### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. There is no minimum payment online.

If you wish to receive low lunch account balance emails simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

#### **Free or Reduced Lunches**

Free or reduced breakfasts and lunches are available for students of families meeting the criteria. **New Forms must be filled out each year.** Forms are mailed home and handed out on Ninth grade Orientation night, and given to families when registering a new student. *All parents are encouraged to submit a form.* If your financial situation changes during the school year, forms can be picked up at all schools and the District Office and filled out at any time. Return completed forms to any school office. Qualifying for free/reduced does not negate any current negative balances, families are still accountable for those charges and these accounts should be paid as soon as possible.

#### **Prices (subject to change):**

Lunch	\$2.40	Reduced Lunch	\$0.00
Breakfast	\$1.45	Reduced Breakfast	\$0.00
Extra Lunch Milk	\$0.40	Adult Lunch	\$4.00
Second Entrée	\$1.95		
Second Lunch	\$2.95		

#### **Student Lunch Menus**

Menus are published on the Princeton Public School website [www.princeton.k12.mn.us](http://www.princeton.k12.mn.us). We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages.

#### **Student Cold Lunches**

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

#### **Breakfast Program**

School breakfast is offered every school day from 7:20-7:45. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

#### **After School Snack Shop Program**

Students can purchase snacks or meals after school in the lunch room before going to practices or events. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements. Remember to plan accordingly and deposit additional money in your child's lunch account if utilizing this option.

#### **Expected Behavior**

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Students are expected to wait patiently while in line, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria.

Students are to observe the following expectations when eating:

1. Take your place in line without 'butting'.
2. Pay for what you take.
3. Use positive and appropriate language, and appropriate volume.
4. Clean up after yourself.

Students may have the opportunity to eat their meals in areas outside of the traditional cafeteria, but no food or drink should be consumed in carpeted areas. This includes classrooms, music rooms, the media center and the carpeted area of the cafeteria.

## **VISITORS**

Any person other than Princeton High School students, staff or district personnel are regarded as visitors and must go through security protocols for clearance before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until 2:50 to visit with staff members in order to reduce disruptions and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

**It is our policy to discourage student visitors.** Students who have a legitimate educational reason to visit our school must have their parent/guardian contact the high school office to explain their desire to learn about PHS. Visitors may be allowed if they are seriously considering a transfer to Princeton at some time in the near future.

## **DANCES**

Dances are held throughout the school year for a variety of occasions and are open to PHS students and their guests in grades 9-12. Middle school students are not allowed at high school dances. All school rules apply during these events. Guests of PHS students must be approved by administration by the Wednesday prior to the dance, must be under the age of 21 at the time of the dance, and must be in possession of a photo ID to gain admittance. Guest forms are available in the main office. Students may host one guest each. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at our discretion. Attendees will not be

readmitted once they have left the dance.

Prom is a formal event designated for Juniors and Seniors enrolled in PHS and their guest. Freshmen and Sophomores may attend only as guests of a Junior or Senior.

## SPRING FLING

Spring Fling is a Princeton High School event that is not open to visitors or alumni. Princeton students who are in good standing at the ALC may attend with prior approval from a PHS administrator and the ALC administrator.

## FIRE DRILLS

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

1. Leave your area immediately according to the directions posted in the area.
2. Once out of the building, remain 100 feet from the building until the "all clear" signal is given and stay with your class.
3. If the alarm rings during lunch time, exit the building immediately, leaving the trays on the table. If this is a planned drill, you will return to the cafeteria, finish your lunch and bus your tray.

## LOCK DOWN DRILLS

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

## TORNADO WARNING AND DRILLS

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

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

## LOCKERS

School lockers are the property of the school district. Students are allowed use of the lockers at no cost. Students are expected to maintain their lockers in a neat and clean manner. If the student experiences difficulties with a locker, this should be reported to the office and a custodian will see to it as soon as possible. Do not kick, punch or pry lockers; do not write on the lockers. If damage occurs to a locker, the student who is assigned the locker or who is known to have damaged the locker will be responsible for repair costs. Do not exchange lockers without notifying the office and receiving permission.

Lockers are intended to keep school materials and personal articles safe. Lockers should be kept LOCKED at all times, and combinations should be kept confidential by the student. Lockers (or combinations) should not be shared with other students as this often results in lost or stolen articles for which the school assumes no responsibility. Combinations may be changed by the office if necessary.

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

## PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not a right, per ISD 477 Policy 527. Students driving a motor vehicle to a high school campus must only park the vehicle in a lot designated for student parking. The school district does not carry insurance to cover damage to auto vehicles parked on school property. Students parking in school parking lots are doing so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency. We encourage students to utilize the bus system for transportation to and from school. Students who drive to school must follow the following expectations:

1. All students are required to park in the student lot(s) unless specifically directed otherwise.
2. Parking permits will be required to park in the student lot. Fees for parking permits are as follows:

	<u>PAC Lot</u>	<u>Main Lot</u>
All year	\$60	\$45
2 trimesters	\$48	\$33
3rd trimester only	\$33	\$18

**Price above includes a \$3.00 permit fee per trimester purchases.**

3. Students may buy daily parking passes for \$3.00 in the high school office.
4. A replacement fee of \$3.00 will be charged if students lose their permit.
5. All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking ticket.
6. Parking lots are off limits during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from the office prior to leaving the building.
7. The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their permit revoked for a specified time.
8. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
9. Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.
  - 1st violation: 10 school days
  - 2nd violation: Remainder of school year

10. Parking in the wrong lot or without the proper permit will result in a ticket (\$10.00). Parking tags must be displayed at all times.
11. There are a limited number of spaces available for student parking. When those spaces designated for students have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
12. Vehicles may be towed, at owner's expense, for failure to pay fine(s) or repeated violations.

School officials may conduct routine patrols of PHS parking lots and routinely inspect the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to school consequences if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. Reference specific rules listed on the parking registration form or Policy 527 at [www.isd477.org](http://www.isd477.org) for further information. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

## CODE OF CONDUCT

Princeton is a PBIS district, and students are taught specific school expectations in every class regardless of their grade or building. At Princeton High School, the framework of those expectations is captured in our Code of Conduct which focuses on respect and responsibility in the four main aspects of conduct below;

### Follow rules and directions

### Appropriate and positive language

### Consideration

### Take care of our school and community

## TEACHER RESPONSIBILITIES

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. Each teacher has the authority to establish classroom rules, expectations and procedures that promote a safe, orderly and respectful classroom environment and that are consistent with building and district policies and the Code of Conduct. Students are expected to comply with these rules and expectations. (Student Discipline Policy 506)

## STUDENT CONDUCT AND EXPECTATIONS

Princeton High School employs the tenets of PBIS by teaching expectations and acknowledging acceptable behaviors. Princeton students are responsible for their actions and behavior, and for following district policy and the high school Code of Conduct. Teachers review the Code of Conduct with students periodically and encourage students employ a respectful and responsible attitude toward school. Disruptive and destructive behaviors are not acceptable at PHS or PHS events. **Seniors who engage in these types of behaviors put their participation in the graduation ceremony at risk.**

The administration of Princeton High School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Students are continually coached to encourage appropriate behaviors. Students who persistently violate the Code of Conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution, and possibly referred to our Alternative Learning Center.

## HARASSMENT AND BULLYING

It is expected that Princeton High School students will act with respect and consideration toward others, and refrain from targeting their peers in a negative manner. Bullying and harassment will not be tolerated, and may lead to suspension, expulsion or referral to an alternative setting. (See District Policy 413, *Harassment and Violence Prohibition*, and Policy 514, *Bullying Prohibition*) Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Students who persist in bullying or harassing behaviors after school intervention may be referred to law enforcement and/or an alternative educational setting. Students are encouraged to report unwelcome or offensive behaviors to their dean or other administrators, or fill out an Offensive Behavior Report (available in the office). All reports of offensive behavior are addressed.

## INSUBORDINATION

"Insubordination" is refusing to comply with a reasonable request or directive of a staff member, and is a violation of our expectation that students will follow rules and directions. Consequences may include a conference with the staff member and assistant principal, parent notification, suspension, or other disciplinary action.

## EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS

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

## HARMFUL OR NUISANCE ARTICLES

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

Students are advised to not bring valuable items or large amounts of money to school in order to avoid loss or theft of said items.

## ELECTRONIC DEVICES

Personal electronic devices, particularly tablets and cell phones have become an extreme distraction from learning at school, and are targets for theft. We encourage students to always secure their property.

Electronic device that disrupt or distract from the learning environment will be confiscated. **Students are prohibited from using cell phones during class time but may use them between class periods and at lunch.** The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Cell phones and iPods employed to text will be confiscated from students who use them during class. After turning off the device, the student must relinquish the device intact. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 389-6001 and their child will be called to the office to retrieve the message. **Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.** Students may not listen to music during class without explicit permission from the teacher.

## PERSONAL APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate.

Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively tight clothing. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Students whose dress is considered to be inappropriate will be asked to change and may be sent home from school. In addition, any clothing with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promoting the use of drugs, alcohol, tobacco/tobacco products, inciting violence, gang activity, or other illegal acts, or of a nature that is offensive to a group or class of people will not be allowed.

**Students must remove hats/caps at the beginning of the school day and store them in their lockers until the end of the school day. Hoods must be worn down.**

## **DISPLAY OF AFFECTION**

“Excessive display of affection” is defined as intimate behavior between two or more people in a public setting, and is inappropriate at school. Students displaying such behavior will be asked to stop; students who persist in this type of behavior may earn disciplinary action.

## **PASSES**

When a student wishes to move from one area to another during class periods, the student must carry a pass permitting them to do so. Students must be prepared to present their passes to staff upon request. Students who wish to go to another teacher’s room must have permission from both teachers (their current teacher and the other teacher). Students must have a pass from their teacher to go to/work in the media center.

## **OFF CAMPUS**

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

## **TERRORISTIC THREATS**

Princeton High School defines terroristic threats as actions, spoken or written words, or symbols that communicate the potential for action that could endanger the safety and well-being of individuals or groups of individuals. Such acts create a hostile, disruptive and unproductive learning environment for students and staff. Bomb threats fall into the category of terroristic threats, as do statements intended to incite fear in an individual or group and will be referred to law enforcement agencies.

## **WEAPONS AND BOMB THREATS**

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

## **VANDALISM**

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

## **REASONABLE FORCE**

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

## **PROBLEM SOLVING**

The following process is used to resolve questions that students may have with teachers regarding decisions related to grades, attendance or other issues. It is expected that students or parents will contact the teacher first when there are concerns, as it is at this level that most situations are most easily resolved. If resolution of the issue is not achieved at the first level of communication, the student or parent may contact the person on the next level of communication.

Level 1 - Student contacts teacher directly involved with the concern/issue

Level 2 - Student’s dean

Level 3 - Assistant Principal

Level 4 - Principal

## **STUDENT RECORDS**

Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the high school. The office staff may need advanced notice. Health records are kept in the health office. Special education personnel sometimes have additional records on students with whom they are working. Rights of parents/guardians extend to this information as well as those maintained in the student’s cumulative file. (For more information see Policy 515 at [www.isd477.org](http://www.isd477.org))

## **HEALTH SERVICES**

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

Health Services Assistant 763-389-6019

District School Nurse 763-389-6195

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

## **USE OF HEALTH SERVICES**

A student may utilize the Health Office for a medical concern, injury, or for information/referral for a specific health care. Except in emergency situations, students requesting permission to use the Health Office are required to receive a pass from the teacher. In emergency situations (sudden illness or injury in school/on school grounds) the student should report immediately to the Health Office or the supervisor on duty. Students that are ill or injured should report to the Health Office so the Health Office Assistant can assist them to contact their parent/guardian or leave the building for medical care.

## **EMERGENCY SHEET**

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

## MEDICATIONS

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

1. A written order from the Health Care Provider for all prescription medications given and for any over-the-counter medication given longer than two weeks.
2. A signed Data Release Form. (Forms can be obtained from the Health Office or on the School Health Website).
3. The medication must be supplied in the original labeled bottle in which it was purchased (no baggies or other containers will be accepted). You may ask your pharmacist to divide prescription medication into two bottles with complete labels; one for school and one for home.
4. The medication brought to school in proper dosage for administration. Tablets already cut if partial tablets are required to provide the correct dosage.
5. Any medication not picked-up at the end of the school year will be disposed of.

To assure safety, parent should **bring** medication to the school health office. If you are unable to bring the medication in person (and your child is in Middle School or High School), please **call** the Health Service Office with the following information: Parent/guardian name, parent/guardian phone number, student name, name of medication and amount of medication being sent to school.

## ILLNESS

Students who become ill during the school day **must report to the Health Office.** The Health Service Assistant will determine whether or not the student is able to continue with the school day. **It is not acceptable for students to leave school because of illness without reporting to the Health Office.** Also, **students may not leave the building to receive medical care without permission and verification by parent/guardian** and school personnel. If a student becomes ill during school and is unable to return to class, the Health Service Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

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

Before returning to school:

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

## INJURIES

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

## CHILD WITH A HEALTH CONCERN

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

## ALLERGY AWARE SCHOOLS

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

**Peanuts/Nuts** - be aware that many people have allergies to foods (especially to peanuts and other nuts). Some of the school buildings allow peanuts and nut products in classrooms. Some of the school lunchrooms have areas where students are allowed or not allowed to eat peanuts and nuts. Some school lunchrooms serve peanuts/peanut products. Check for the specific procedures in your child's school building.

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

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

## IMMUNIZATIONS

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

## SCREENINGS

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

hearing or possible scoliosis, please notify the District School Nurse.

## **DISCIPLINE**

### **SUSPENSION, EXPULSION**

#### A. SUSPENSION

1. **Definition:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.
2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the school grounds during the entire time of suspension, including evening activities. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

#### B. EXPULSION

**Definition:** "Expulsion" means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.

**Grounds:** A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.

**Length of Expulsion:** When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District's discretion.

**Permanent Record:** The length and date of the expulsion will become part of the student's permanent record. If a student withdraws or transfers after expulsion proceedings for a weapons violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.

### **BUS RULES**

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Violations typically result in suspension from riding the bus; consequences escalate for students who have multiple incidents. Due to their age and experience on the bus, high school students are expected to follow the rules to a higher standard than younger students, and will receive suspensions for 3 days, 5 days, 10 days, then may be removed from the bus for the remainder of the school year. The high school/bus company will review bus expectations yearly.

#### Class I Offenses

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

#### Class II Offenses

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

Other offenses as reported by driver or principal may fall into either of these categories.

## **DISTRICT POLICIES**

### **HARASSMENT AND VIOLENCE**

(ISD 477 Policy 413)

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

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

"Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or disability when the conduct:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- 2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
- 3) otherwise adversely affects an individual's employment or academic opportunities.

Students who believe they have been subjected to conduct that is harassing or violent should report this conduct to a school official (i.e. school counselor, assistant principal, etc.)

Princeton district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy 413 can be found in its entirety on the

## **BULLYING PROHIBITION**

(ISD 477 Policy 514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. **State statute defines bullying as: a) intimidating, threatening, abusive, or hurtful conduct that, b) is objectively offensive, and, (c) the conduct involves an imbalance of power and is repeated, or, (d) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.** The school recognizes that it cannot monitor the activities of students at all times, nor prevent all incidents of bullying between students, particularly when student are not under direct supervision of school personnel. However, the school district will act to investigate all complaints of bullying and will discipline or take appropriate action against anyone who is found to have violated this policy. Consequences for students who commit acts of bullying may include, but are not limited to, education about the effects of bullying, suspension, expulsion, or referral to an alternative educational setting. (Policy 514 can be found in its entirety on the district website at [www.isd477.org](http://www.isd477.org).)

## **STUDENT ATTENDANCE**

(ISD 477 Policy 503)

The school board believes that regular attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose to this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

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

The reasons that constitute excused absences are listed in the policy on our website.

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

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

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who are tardy at the beginning of the school day must report to the office for a pass.

Participation in extracurricular activities and school -sponsored on-the-job-training programs hinges on adherence to the attendance policy and procedures.

"Continuing Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without valid excuse for three or more class periods on three or more days in a school year.

"Habitual Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without lawful excuse for seven or more class periods on any seven days in a school year.

Schools are required by law to notify the parent or legal guardian of the student's unexcused absence from school, and inform them that alternative educational programs and services may be available in the district, that the parent or guardian has the right to meet with school personnel to discuss solutions to the child's truancy, and that if the child continues to be truant the parent and child may be subject to juvenile court proceedings under Minn. Statute Ch. 260. (Policy 503 can be found in its entirety on the district website [www.isd477.org](http://www.isd477.org))

## **CHEMICAL USE AND ABUSE POLICY**

(ISD 477 Policy 417)

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

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

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

Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended and proposed for expulsion.

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

## **DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL POLICY**

(ISD 477 Policy 418)

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

"Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

"Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

"Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

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

"Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

"School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy, which requires that students keep all medications in the nurse's office. Inhalers are the exception to this rule and may be in the possession of the student for whom they are prescribed.

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

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

## **TOBACCO-FREE ENVIRONMENT POLICY**

(ISD 477 Policy 419)

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

## **PROHIBITION OF WEAPONS**

(ISD 477 Policy 501)

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

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

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

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

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

The minimum consequence for students possessing, using or distributing weapons shall include: confiscation of the weapon; immediate out-of-school suspension; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

### Administration Discretion

The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. (Policy 501 can be found in its entirety on the district's website at [www.isd477.org](http://www.isd477.org).)

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

(ISD 477 Policy 502)

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

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

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

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

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

## **PROTECTION AND PRIVACY OF PUPIL RECORDS**

(ISD 477 Policy 515)

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Individual educational data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order and certain state or federal statutes authorizing access. Directory information is not considered private data.

### **RIGHTS OF PARENTS AND ELIGIBLE STUDENTS**

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

- a) The right to inspect and review the student's education records;
- b) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or

other rights;

- c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
- d) The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
- e) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- f) The right to be informed about rights under the federal law; and
- g) The right to obtain a copy of this policy. Policy 515 can be found in its entirety at the Princeton District Office or on the District's website.

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

A form to restrict public access to your child's directory information is included in this section of the handbook.

## **HAZING PROHIBITION**

(ISD 477 Policy 526)

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. This includes any type of physical brutality or any physical activity that subjects the student to an unreasonable risk of harm. This also includes but is not limited to, any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Persons who engage in hazing in any way will be subject to disciplinary action, including but not limited to sanctions outlined by the Minnesota State High School League. (The policy in its entirety can be found on the district website at [www.isd477.org](http://www.isd477.org).)

## **INTERNET ACCEPTABLE USE POLICY**

(ISD 477 Policy 524)

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. Use of the school district computer system, devices, and of the internet shall be consistent with school district policies and the mission of the school district.

The use of the school district system and access to use of the internet is a privilege, not a right. 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. The school district operates technology protection measures that protect against access to unacceptable material through the school district network. However these measures are not a guarantee against all misuse of the internet. Misconduct involving school-related technology and internet will result in the imposition of discipline consistent with the seriousness of the misconduct. All electronic communications that are sent or received on the school district network are considered property of the school district. This policy in its entirety can be found on the district's website at [www.isd477.org](http://www.isd477.org).

# PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM

## TIME-LINE FOR PARTICIPANTS

1. Online Meeting & Registration completed
2. Current physical (within the last 3 years) on file in the Activities Office.
3. Fee paid prior to the first contest (coaches/advisors may choose to have fees paid earlier).

## CO-CURRICULAR ACTIVITY PHILOSOPHY

The activities program at Princeton High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Princeton Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive inter-scholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components is necessary in order to be competitive:

1. Quality coaching/advising, equipment, and necessary facilities.
2. In Freshman programs, all participants shall have an opportunity to practice and compete. While preparation for successful competition is an emphasis, participation for the greatest number of students possible shall be the focus. All athletes will have the opportunity to compete, but playing time may not be equal.
3. In Sophomore programs all participants shall have an opportunity to practice and compete. The emphasis will be on preparation for successful competition with a greater emphasis on winning than at lower levels. All athletes will have the opportunity to compete, but playing time may not be equal.
4. In Junior Varsity programs participants shall be chosen from the most highly-skilled of those who do not make the Varsity team. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled participants. Careful attention should be paid to the quality of the experience and to ensure the greatest possible opportunity for success against all opponents. "Playing time" shall go to the athlete most able to make a positive contribution.
6. Coaches/advisors must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for participants, parents, coaches/advisors, and spectators. All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

The following policies and procedures will guide activities eligibility, participation, and conduct at Princeton High School (complete policies can be found on the websites listed below):

- Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org))
- District 477 Policies #510 & 597 ([www.isd477.org](http://www.isd477.org))
- NCAA ([www.ncaa.org](http://www.ncaa.org))
- Princeton High School Activities Department policies ([www.isd477.org](http://www.isd477.org))

## REHEARSALS AND PRACTICES

Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.

Every effort will be made to leave Wednesday evenings open so that students may participate in non-school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays.

## ACTIVITIES COMMUNICATION

### STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to ensure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

- Level 1 Coach/Advisor directly involved with the student
- Level 2 Head Coach/Advisor
- Level 3 Activities Director
- Level 4 Principal
- Level 5 Superintendent
- Level 6 School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

### STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

### ACTIVITY SCHEDULE CONFLICTS:

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
  - Rehearsal or practice
  - Scrimmage
  - Non-conference, non-sectional or invitational meet/game

- Extended student field trip
  - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
  - Sectional or conference play-offs
  - State competition
2. All extended student field trips may not conflict with conference championship, MSHSL sub-section, section, or state tournaments.
  3. When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity).
  4. School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom).
  5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
    6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

## **GENERAL PARTICIPATION RULES**

### **ATTENDANCE**

1. School Day
  - a. Members of activity groups will be allowed to practice or participate on any given day only if they are present in school attendance for the entire school day. Exceptions to this rule include school-sponsored activities, family emergencies, or doctor/dental appointments during the school day. Exceptions must be cleared with the activities office 389-6002 or 389-6047 (or principal if the activities office is not available) before the school day begins.  
If a student is not in school the last scheduled day before break, including weekends, the student may participate if it is an excused absence. Excused absences include, illness; serious illness in the student's immediate family; death in the student's family, or close friend; medical or dental appointments; court appearances; physical emergency such as fire, flood, severe weather, etc.; official school field trip or other school related outing as determined by the Principal or Activities Director; or family emergency. A parent/legal guardian note is required for these absences.
  - b. Members of activity groups will be withheld from practice or participation on any given day if they are without a principal's excusal from any class period (including periods where credit is not granted). This attendance rule applies to students who are absent from class for in-school or out-of-school suspension.
  - c. Students who are withheld from practice or participation because of school attendance cannot participate or be in attendance at practice, school-sponsored games, or performances.
2. In Activities
  - a. Each advisor/coach shall establish attendance requirements for the activity he/she directs. Attendance rules need not necessarily differentiate between "excused" or "unexcused" absences for practices or games/events. Students who don't meet activity attendance requirements may be released from any further participation in that activity.
  - b. If a student is involved in two or more activities which create attendance conflicts, the student is responsible to notify all advisors/coaches involved as soon as the student is aware of the conflict. The student shall attend the activities as agreed upon by the advisors/coaches involved when a conflict exists. If the student chooses to attend in a manner not agreed upon by the advisors/coaches, this will be considered a violation of attendance requirements and the student may be released from further participation in one or more of the activities.
3. Sectional/State Tournament Attendance
  - a. When a PHS team or an individual(s) are in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation.
  - b. When participants of an activity wish to attend a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

### **EQUIPMENT, UNIFORMS, AND COSTUMES**

1. All items must be checked out to them by their advisor/coach. Students are responsible for all equipment, uniforms and costumes that have been issued to them by school officials. This responsibility includes proper care, cleaning, and simple repairs.
  - a. If an item is not returned to the advisor on the date and time scheduled by the advisors, the student will be put on a fines list and required to pay an amount to Princeton Schools equal to the cost of replacement (including administrative fees, shipping, etc.) and activities participation/privileges will be suspended.
  - b. Students may not return equipment to the principal's or activities director's offices. Arrangements must be made with their particular advisor

### **LOCKER ROOMS**

1. All lockers are property of Princeton Schools. Lockers are subject to search by school officials at the school's discretion.
2. Lockers are issued by an advisor. Students may only use the locker issued to them. Padlocks will also be issued by the school. Only school padlocks may be attached to lockers. Any other padlock will be cut off without reimbursement.
3. **At the conclusion of each season**, participants in activities **must** immediately vacate lockers so that they can be available for the next season. Students who do not comply will have their locks removed, contents disposed and a fine will be applied.
4. It is strongly encouraged that cell phones, cameras, PDA's with camera capability and similar devices not be permitted in locker rooms for any MSHSL-sponsored competition. Because of the technology advance and the availability of "picture phones" that allow individuals to take photos and transmit them via the internet, the MSHSL is taking this proactive step to ensure the privacy of all individuals during the time they occupy locker room facilities at MSHSL-sponsored events.

### **TRANSPORTATION AND ACTIVITIES AWAY FROM PHS**

1. Advisors/coaches will establish and enforce rules for conduct on trips which they supervise. All students on trips will be required to abide by the wishes of the advisor. In addition, this set of rules always applies:
  - a. All activity participants must ride to, and return from all away contests or events with their fellow students on school-provided transportation. Students may never drive their own vehicles - **NO EXCEPTIONS (work included)**! When non-participant team members, in school related activities, provide their own transportation, they also assume liability. Proper sign-out procedures with a parent/legal guardian signing out the student with the coach/advisor following the conclusion of the event must be done.
  - b. Students may be released from school transportation to ride with **parents/guardians only**.
  - c. Violation of transportation rules are considered serious. Students who violate transportation rules will be immediately suspended and may be removed from participation in that activity. Other consequences may be applied.
  - d. Practice Transportation Release forms must be signed by parent/guardian(s) of activities participants who will be driving/riding to off-site locations for practices. Forms must be turned into the activities office before students are allowed to drive/ride to the off-site locations before practices and/or games begin.

- Any damage to vehicles used for transportation by students will be repaired at the cost to the student(s) involved. This includes students who caused the damage and those who made the destruction possible in any way.
- ALL PRINCETON SCHOOL RULES APPLY TO STUDENTS WHILE THEY ARE ON TRIPS! This includes transportation both ways and the entire time at the location of the visit.

## COLLEGE ATHLETIC PARTICIPATION

Students considering participating in college athletics must be aware of increasing eligibility requirements developed by the National Collegiate Athletic Association (NCAA). We strongly urge students who score less than the minimum requirements to retake the ACT and/or the SAT tests! For specific requirements for the college of your choice, please check with your counselor or contact the NCAA at 1-913-339-1906 or [www.ncaa.org](http://www.ncaa.org). It is strongly recommended that you college-plan your junior year so to understand the requirements and regulations surrounding collegiate participation.

## FEES AND COSTS

- A fee has been established by the Princeton school board for participation in all athletic sports and for some Fine Arts activities. That fee will be fully refunded if a student quits participation on or before the last day of the second week of the official season. Beginning with the first day of the third week of any season, no refund will be given unless the student is released from the program for reason of skill level.
- No student shall receive a refund after she/he is released from a program for reason of attendance, misbehavior, or violation of MSHSL or Princeton policies.
- Each participant may be expected to pay the costs of personal clothing or equipment (i.e. suits, practice apparel, orthopedic devices, mouth guards, etc.). If you are unsure of costs, contact the advisor before the season begins.

### Princeton High School Athletic & Fine Arts Fees

Athletics		Fine Arts Activities	
1st Sport	\$150	1st Activity	\$125
2nd Sport	\$125	2nd Activity	\$100
Additional Sports	\$100	3rd & Additional Activities	\$75

#### \*\*HS SPECIAL FEES (flat fee regardless of what number activity):

\$175: Football, B/G Hockey, Fall Musical

\$275: Clay Target League

**NOTE:** No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

SEASON PASSES: HS & MS activity participants will receive a free season pass **once their current school year ID's have been received and their activity fee is paid in full**. If a student ends up not going out for the paid activity, the activity fee will be refunded minus the \$25 for a student season pass.

Family Passes: \$175.00      Individual Pass: \$100.00      Student Pass: \$25.00

## INSURANCE

The MSHSL has historically provided catastrophic insurance for all student athletes and fine arts participants in grades 7-12 during the time they practice for and compete in League-sponsored activities at the Varsity, JV, B-squad/Sophomore level. Cheerleading is the exception. For more information, go to [www.mshsl.org](http://www.mshsl.org)

Additional coverage for student athletes can be purchased from Student Assurance Services, Inc. Contact the Activities Office for an application and more information.

## INJURIES

- All injuries must be reported by the participant to the advisor/coach immediately when they happen.**
- Advisors/coaches are expected to administer first-aid to the level which they are competent. Advisors/coaches will fill out an accident report.
- Parents of all PHS students are expected to provide the school with both home and emergency phone numbers. When a student is injured, the advisor/coach can then contact the parent/guardian.
- For any medical treatment from a healthcare facility, the injured person's family insurance carrier should receive the claim.
- After major surgery or serious illness/injury, the attending physician must certify in writing the student's readiness for participation and be filed with the Activities Office.
- Princeton Schools DO NOT provide supports like knee or ankle braces. Such items must be purchased by the student. Family insurance can often be used.

## SUSPENSIONS AND REMOVALS FROM PARTICIPATION

**Participation in activities is a privilege.** Therefore, students will be expected to display the highest amount of respect for the position of advisor or coach.

- A student may, at any time, be suspended/removed from participation in an activity if the advisor/coach feels the student's actions, behaviors, or comments are disruptive to the successful functioning of the activity, and the advisor interprets no improvement by the student after previous discussions. A student may also be suspended/removed if his/her actions, behaviors, or comments are considered extremely offensive or disruptive by the advisor. If a student is suspended, but shows disregard for the instructions given by the advisor for improvement, the suspension may be increased to a removal.
  - The advisor/coach need not discuss rationale for the suspension/removal of a student until after the completion of that day's activity.
  - The advisor/coach should later explain the rationale for a decision to suspend/remove. Instructions should be given to the student on how to modify actions, behaviors, and comments to make them acceptable to the advisor. However, if the student involved is unwilling to listen to the advisor, or the student is offensive to the advisor while the advisor tries to explain rationale, the advisor need not explain.
  - If a student feels that the suspension/removal is contrary to the previously stated policies of the advisor or activities department, he/she may appeal the suspension to the activities director.
  - Suspension/Removal from an activity is season-long or school-year long.
  - Suspension / removal from any activity may be considered by an advisor when a student applies for participation in any other school activity.

## ATHLETIC SQUADS

- PROMOTION:** The following guidelines will apply to the promotion of athletes to squads not generally designed for students at their grade level.
  - In activities which have no middle school squads of any kind, any student in grades 7-8 a promotion form will be required for those students competing at the varsity level. The coach, along with school administration, parents and the activities director will determine if the student is appropriate for promotion. **However, because of the physical nature of hockey, very little consideration will be given to allow students from grades 7-8 on the V/JV boys hockey teams.**
  - Grades 7 & 8 Promotion: The activities director will seek input from the coach/advisory, the parents/guardians, middle school administrator and counselor before making a decision. It is the tendency of the activities director to disapprove requests for grade 7 & 8 promotion for possible reasons to include social development, academic development, and/or physical development.
  - Discretion of the advisor/coach will be used to assign players in grades 9-12 to either varsity or junior varsity squads.
- PROCEDURE FOR LIMITING SQUAD OR CAST SIZE:** In grades 9-12, it is our activity guideline that casts or squads may be limited. Obviously, time, space, facilities, equipment, tournament squad or cast limitations, as well as other factors, will place limitations on the most effective team size for any particular activity.

Limiting Guidelines:

1. Responsibility

- a. Choosing the member of the squad or cast is the sole responsibility of the coaches or advisors of those activities.
- b. Lower level coaches/advisors shall take into consideration the procedures as established by the head coach/advisor in a particular program when selecting the final squad or cast.
- c. Prior to trying out, the advisor/coach shall provide the following information to all candidates:
  - 1) extent of the tryout period
  - 2) criteria used to select squad or cast members
  - 3) practice / time commitment needed if the student is selected
  - 4) competition commitments
  - 5) there will be no appeal of the advisor/coaches decision

2. Procedure

- a. When squad or cast limitation becomes a necessity, the process will include these important elements:
  - 1) completion of a minimum of three practice sessions or a set audition period;
  - 2) each candidate will be personally informed of the cut by the coach/advisor and the reasons for the action;
  - 3) teams are encouraged to have at least one intra-squad scrimmage or game prior to the limitation (spring sports may need to adapt to this recommendation).
- b. Squad lists will not be posted.
- c. Advisors/coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
- d. If an advisor/coach foresees difficulties arising as a result to squad or cast limitation they should discuss the situation with the activities director.

**FOREIGN EXCHANGE PARTICIPANTS**

Foreign Exchange students and their host family must meet with the activities director prior to practice beginning. The Minnesota State High School League requires prior clearance before competition begins. Items that must be brought with to the meeting include: Official school transcripts (translated to English), Visa, student health insurance card, and current physical. A questionnaire needs to be filled out at the meeting. Also students must have completed high school registration papers with the guidance office. Please call either the activities director (389-6047) or the guidance office (389-6018) with questions.

**ACTIVITY ELIGIBILITY**

The following eligibility requirements are provided by the Minnesota State High School League (MSHSL) and the Mississippi 8 Conference, of which Princeton Schools are a part of, and by Princeton School Board action.

**GENERAL RULES**

**1**

**STUDENT CODE OF RESPONSIBILITIES (MSHSL BYLAW 206)**

The member schools of the MSHSL believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights & beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the MSHSL and will be dealt with by the school administration and the local authorities.

**NOTE:** Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of the Student Code of Responsibilities.

**PENALTY:** A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on authority of the local board of education. The MSHSL specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

**2**

**HAZING (MSHSL BYLAW 209.00, SEE COMPLETE POLICY AT [www.mshsl.org](http://www.mshsl.org))**

A student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

No student, teacher, administrator, coach, volunteer, official or employee of a school shall plan, direct, encourage, aid or engage in hazing.

No teacher, administrator, coach, volunteer, official, or employee of a school shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

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

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

**3**

**INTERSCHOLASTIC ELIGIBILITY**

Extracurricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class. Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extracurricular activities. These regulations are in compliance with official Minnesota State High School League regulations ([www.mshsl.org](http://www.mshsl.org))

- A. **ANNUAL ATTENDANCE** - All participants are required to complete the online activities registration and eligibility meeting, regarding rules and policies for students involved in activities.
- B. **GPA/"F"** - The scholastic average for Varsity/Junior Varsity participants will be 2.0 GPA (current). Participants not on V/JV squads must be making satisfactory progress toward school district requirements for graduation. Any participant, beginning with the 4th week trimester grade check receiving an "F" will be ineligible to compete one school

day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F"s exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for events or contests. Students not meeting this requirement at the 4/6/9 grade check periods will have two weeks to remain eligible (this period will be called "probation"). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called "suspension"). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 current GPA is not attained during the 3rd trimester of the previous school year.

**NOTE:** Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

#### 4

**AGE:** A student representing Princeton High School in league activities shall be under 20 years of age on the date of the contest. If however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adaptive athletes may compete until they have attained their 22nd birthday provided they meet all other eligibility requirements.

#### 5

**AMATEUR:** A student must be an amateur in that sport. Awards and prizes for non-school participation may not exceed a \$100 value. A student does not lose their amateur status for officiating, instructing/teaching, or coaching a sport.

#### 6

**ATHLETIC CAMPS & CLINICS:** Students may not attend athletic camps or clinics during the school year unless they have been sanctioned by the MSHSL Board of Directors and approved by the activities director 30-calendar days prior to participation.

Camps/Clinics held during the summer are to be non-school sponsored summer specialized camps or clinics and do not require approval. Student athletes must adhere to the following guidelines established by the Board of Directors:

1. Camp or clinic participation fees must be provided by the student or the student's parents/guardians, unless other arrangements are approved by the Board of Directors.
2. The non-school camp or clinic program shall not include any type of competition with teams from another camp or clinic.
3. Schools may not issue uniforms or equipment to students for their personal use in non-school sponsored camps and clinics.
4. Schools may not rent or lease their facilities to non-school sponsors of camps and clinics.

#### 7

**AWARDS/RULES:** Acceptable awards to students in recognition or participation in high school activities include: medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100 or less). Violation will render a student ineligible for all further high school competition.

#### 8

**LETTERING:** Lettering criteria is at the discretion of each head coach/advisor. Please check with the coach/advisor regarding their criteria. Criteria should be included in the sport/activity-specific handbook at the beginning of each season.

#### 9

**COLLEGE/UNIVERSITY TEAMS:** Individuals who have participated with a college or university team are ineligible in any high school competition.

#### 10

**DUE PROCESS:** The MSHSL Constitution provides a Due Process Procedure contesting a school's failure to certify the eligibility of a student. The process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the MSHSL's Board of Directors. A complete listing for the Due Process Procedure can be obtained from the activities director.

#### 11

**GRADUATE:** A student shall not be a graduate of a four (4) year high school or secondary school.

#### 12

### NON-SCHOOL COMPETITION AND TRAINING

1. **During the High School Season:** While a student is a member of a high school athletic squad, the student may not participate as a member of a non-school team or compete as an individual competitor in the same sport. Baseball, softball, and skiing are exceptions to this rule.
2. **During the School Year, Prior To/Following the High School Sports Season:** A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced/directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity coaching staff and approved by the activities director 30-calendar days prior to participation.

#### 13

### TRANSFER RULE: MSHSL BYLAW 111 (TRANSFERS & RESIDENCE)

A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota. For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provide herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
2. A transfer student is eligible for varsity competition if:
  - A. 9th Grade Option: the student is enrolling in 9th grade for the first time;
  - B. Family Residence Change: the student transfers from one public school district attendance area to another public
  - C. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
  - D. Custody of Student:
  - E. Move From Out of State.
  - F. Enrollment Options Program
3. If none of the provisions above are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
  - A. Students are immediately eligible for competition at the non-varsity level.
  - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible

in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.

- C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

## 14

### **MOOD-ALTERING CHEMICALS (MSHSL BYLAW 205)**

**A student shall not at any time, regardless of the quantity:**

1. use or consume, have in possession a beverage containing alcohol;
2. use or consume, have in possession tobacco; or,
3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
4. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: 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.
5. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

**Penalties for Category I Activities Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
  - Fine Arts Activities
    - 1) Debate
    - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. First Violation Penalty The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- B. Second Violation Penalty The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- C. Third or Subsequent Violation Penalty
1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
  2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
    - a) The student is assessed as chemically dependent,
    - b) enters treatment voluntarily, and
    - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
    - d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- D. Applying the Penalty
1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
  2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
  3. Counting Weeks:
    - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
    - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
    - c. At the beginning of the season, practice and conditioning weeks are counted.
    - d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
  4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
  5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
  6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
  7. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

**Penalties for Category II Activities Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. Fine Arts Activities

1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
2. Music Activities.
3. Visual Arts Activities.

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.

**SOCIAL WEBSITES / PUBLIC DOMAIN**

Any public behaviors, pictures or otherwise, observed on social websites (i.e., Myspace, Facebook, Instagram, Snap Chat, Twitter, Tumblr, etc.) will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences.

## Lunch Structure 2017-2018

Lunch time at PHS will take on a different look for the 2017-2018 school year. When the new six-period day was created, we explored options for lunch that would offer us a way to add a consistent time for Advisory, eliminate Directed Study, and offer some flexibility for diners.

Here's what we came up with: Lunch is offered daily during a one hour block **for everyone** from 10:50-11:50. Classes are not held during this time, but Advisory is scheduled every Monday or Tuesday (depending on your grade) during half of this block. Students can choose to eat whenever they want within this timeframe except on their Advisory day. On these days students will eat during the 30 minute block opposite their Advisory.

Campus is still closed for lunch (no leaving the building for lunch!), but the areas in the school where students can eat will be expanded to include the foyer, the P-gym hallway, sections of the Media Center, and some classrooms. New European-style cafe tables will be available for eating in several areas. Some food items will also be offered in satellite sites so many students may never enter the cafeteria at lunchtime.

Teachers will have a similar set-up as students in that they will have some freedom to choose when they eat lunch. They will post "office hours" during the half of the block they are not eating, and during this time students are welcome to take tests, work with teachers to expand their understanding of concepts, or get assignments done in the classrooms.

We expect the first week or two to be a little hectic as people figure out the logistics of when to arrive so they don't have to stand in long lines, and where they want to eat. The cooks will also need some time to figure out the flow of the crowds--be nice to them!

We are excited about the possibilities this approach offers students, and look forward to feedback about it once the school year is underway.

# Detailed Summary by Facility

Category	Princeton High School	Buildings and Grounds	Princeton Intermediate School	Princeton Primary School	Princeton Middle School	Student Services Building	Princeton Family Center	District Wide Items	Grand Total
Site Projects - 384	\$479,569	\$13,500	\$375,986	\$258,254	\$450,816	\$141,698	\$104,051	\$0	\$1,823,875
Building Envelope - 368	\$784,797	\$60,955	\$302,421	\$22,827	\$717,582	\$307,637	\$464,177	\$0	\$2,660,396
Roof Systems - 383	\$293,693	\$158,445	\$55,875	\$0	\$3,459,323	\$38,000	\$122,898	\$0	\$4,128,234
Building Hardware & Equipment - 369	\$396,159	\$0	\$111,273	\$66,034	\$348,978	\$0	\$180,875	\$0	\$1,103,319
Interior Surfaces - 379	\$643,179	\$19,109	\$157,466	\$64,834	\$252,067	\$74,716	\$134,608	\$0	\$1,345,979
Mechanical Systems - 380	\$639,559	\$129,405	\$963,216	\$0	\$502,956	\$65,000	\$1,359,545	\$0	\$3,659,681
Plumbing - 381	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Electrical - 370	\$895,912	\$30,000	\$231,855	\$0	\$506,479	\$40,000	\$161,352	\$0	\$1,865,598
Professional Services and Salary - 382	\$1,033,217	\$102,854	\$549,523	\$102,987	\$1,565,800	\$166,763	\$631,877	\$0	\$4,153,021
	<b>\$5,166,086</b>	<b>\$514,268</b>	<b>\$2,747,615</b>	<b>\$514,936</b>	<b>\$7,829,001</b>	<b>\$833,814</b>	<b>\$3,159,384</b>	<b>\$0</b>	<b>\$20,765,104</b>
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety - 363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Physical Hazards - 347	\$3,030,313	\$0	\$24,986	\$45,768	\$16,380	\$0	\$56,799	\$50,188	\$3,224,435
Hazardous Substance - 349	\$53,438	\$0	\$0	\$0	\$0	\$0	\$0	\$78,261	\$131,700
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$13,203	\$142,502	\$155,705
Environmental H&S Management - 352	\$788,998	\$0	\$6,246	\$11,442	\$4,095	\$10,000	\$17,501	\$570,633	\$1,408,914
Fire Safety - 363	\$37,239	\$0	\$0	\$0	\$0	\$0	\$0	\$163,595	\$200,834
Accessibility - 367	\$35,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$75,000
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,186	\$77,186
	<b>\$3,944,988</b>	<b>\$0</b>	<b>\$31,232</b>	<b>\$57,210</b>	<b>\$20,475</b>	<b>\$50,000</b>	<b>\$87,503</b>	<b>\$1,082,365</b>	<b>\$5,273,774</b>
	<b>\$3,944,988</b>	<b>\$0</b>	<b>\$31,232</b>	<b>\$57,210</b>	<b>\$20,475</b>	<b>\$50,000</b>	<b>\$87,503</b>	<b>\$1,082,365</b>	<b>\$5,273,774</b>
	<b>\$9,111,074</b>	<b>\$514,268</b>	<b>\$2,778,847</b>	<b>\$572,147</b>	<b>\$7,849,476</b>	<b>\$883,814</b>	<b>\$3,246,887</b>	<b>\$1,082,365</b>	<b>\$26,038,877</b>

Notable Projects	Pool Filter, Mechanical and Waterproofing	Roofing	Controls	Parking lot and Concrete Maintenance	Roofing	Exterior Façade Updates	Mechanical Updates
	Roofing	Controls	Mechanical updates		Mechanical Updates		Controls
	Lighting				Controls		
	Tuckpointing				Lighting		
	Windows						
	Finishes						

## Detailed Summary by Facility

Category	Princeton High School	Buildings and Grounds	Princeton Intermediate School	Princeton Primary School	Princeton Middle School	Student Services Building	Princeton Family Center	District Wide Items	Grand Total
Site Projects - 384	\$479,569	\$13,500	\$375,986	\$258,254	\$450,816	\$141,698	\$104,051	\$0	\$1,823,875
Building Envelope - 368	\$784,797	\$60,955	\$302,421	\$22,827	\$717,582	\$307,637	\$464,177	\$0	\$2,660,396
Roof Systems - 383	\$293,693	\$158,445	\$55,875	\$0	\$3,459,323	\$38,000	\$122,898	\$0	\$4,128,234
Building Hardware & Equipment - 369	\$396,159	\$0	\$111,273	\$66,034	\$348,978	\$0	\$180,875	\$0	\$1,103,319
Interior Surfaces - 379	\$643,179	\$19,109	\$157,466	\$64,834	\$252,067	\$74,716	\$134,608	\$0	\$1,345,979
Mechanical Systems - 380	\$639,559	\$129,405	\$963,216	\$0	\$502,956	\$65,000	\$1,359,545	\$0	\$3,659,681
Plumbing - 381	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
Electrical - 370	\$895,912	\$30,000	\$231,855	\$0	\$506,479	\$40,000	\$161,352	\$0	\$1,865,598
Professional Services and Salary - 382	\$1,033,217	\$102,854	\$549,523	\$102,987	\$1,565,800	\$166,763	\$631,877	\$0	\$4,153,021
	\$5,166,086	\$514,268	\$2,747,615	\$514,936	\$7,829,001	\$833,814	\$3,159,384	\$0	\$20,765,104
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Safety - 363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physical Hazards - 347	\$3,030,313	\$0	\$24,986	\$45,768	\$16,380	\$0	\$56,799	\$50,188	\$3,224,435
Hazardous Substance - 349	\$53,438	\$0	\$0	\$0	\$0	\$0	\$0	\$78,261	\$131,700
Asbestos Removal and Encapsulation - 358	\$0	\$0	\$0	\$0	\$0	\$0	\$13,203	\$142,502	\$155,705
Environmental H&S Management - 352	\$788,998	\$0	\$6,246	\$11,442	\$4,095	\$10,000	\$17,501	\$570,633	\$1,408,914
Fire Safety - 363	\$37,239	\$0	\$0	\$0	\$0	\$0	\$0	\$163,595	\$200,834
Accessibility - 367	\$35,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$75,000
IAQ - 366	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,186	\$77,186
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$3,944,988	\$0	\$31,232	\$57,210	\$20,475	\$50,000	\$87,503	\$1,082,365	\$5,273,774
	\$9,111,074	\$514,268	\$2,778,847	\$572,147	\$7,849,476	\$883,814	\$3,246,887	\$1,082,365	\$26,038,877

Notable Projects	Pool Filter, Mechanical and Waterproofing	Roofing	Controls	Parking lot and Concrete Maintenance	Roofing	Exterior Façade Updates	Mechanical Updates
	Roofing	Controls	Mechanical updates		Mechanical Updates		Controls
	Lighting				Controls		
	Tuckpointing				Lighting		
	Windows						
	Finishes						

## General Summary

School	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Princeton High School	\$5,515,752	\$226,140	\$228,283	\$745,982	\$242,391	\$249,663	\$257,153	\$1,341,007	\$292,499	\$12,205	\$9,111,074
Buildings and Grounds	\$85,000	\$7,725	\$21,218	\$206,252	\$8,441	\$8,695	\$158,212	\$9,224	\$9,501	\$0	\$514,268
Princeton Intermediate School	\$1,014,505	\$124,432	\$128,165	\$118,351	\$121,962	\$466,157	\$562,233	\$117,897	\$121,504	\$3,642	\$2,778,847
Princeton Primary School	\$26,068	\$26,949	\$27,757	\$28,590	\$139,999	\$71,745	\$73,897	\$76,114	\$94,359	\$6,671	\$572,147
Princeton Middle School	\$1,382,349	\$588,912	\$606,579	\$624,776	\$1,431,415	\$659,967	\$652,900	\$1,207,482	\$692,708	\$2,388	\$7,849,476
Student Services Building	\$456,250	\$41,200	\$42,436	\$43,709	\$106,220	\$46,371	\$47,762	\$49,195	\$50,671	\$0	\$883,814
Princeton Family Center	\$1,132,500	\$86,868	\$84,302	\$1,111,262	\$95,022	\$237,131	\$289,022	\$103,834	\$100,889	\$6,057	\$3,246,887
District Wide Items	\$97,719	\$95,867	\$93,439	\$113,657	\$101,299	\$105,574	\$128,383	\$100,671	\$122,991	\$122,766	\$1,082,365
<b>Grand Total</b>	<b>\$9,710,142</b>	<b>\$1,198,092</b>	<b>\$1,232,178</b>	<b>\$2,992,579</b>	<b>\$2,246,749</b>	<b>\$1,845,302</b>	<b>\$2,169,562</b>	<b>\$3,005,424</b>	<b>\$1,485,120</b>	<b>\$153,728</b>	<b>\$26,038,877</b>

## Detailed Summary by Fiscal Year

Category Orde	Category	Item #	Item Description	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
1	Site Projects - 384			\$445,950	\$105,421	\$108,583	\$138,066	\$387,569	\$192,266	\$144,301	\$148,630	\$153,089	\$0	\$1,823,875
2	Building Envelope - 368			\$412,500	247715	255146.45	251873.574	236919.6045	348361.8593	394634.284	246589.71	266655.102	0	2660395.583
3	Roof Systems - 383			\$988,500	\$335,265	\$345,323	\$514,128	\$366,353	\$377,344	\$388,664	\$400,324	\$412,334	\$0	\$4,128,234
4	Building Hardware & Equipment - 369			\$480,500	\$70,040	\$72,141	\$74,305	\$76,535	\$78,831	\$81,196	\$83,631	\$86,140	\$0	\$1,103,319
5	Interior Surfaces - 379			\$485,100	\$85,078	\$98,239	\$90,259	\$104,222	\$128,216	\$110,569	\$111,427	\$132,869	\$0	\$1,345,979
6	Mechanical Systems - 380			\$1,546,000	\$3,605	\$0	\$1,202,000	\$0	\$0	\$477,621	\$430,456	\$0	\$0	\$3,659,681
7	Plumbing - 381			\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
8	Electrical - 370			\$188,500	\$8,755	\$9,018	\$9,288	\$516,046	\$241,709	\$10,149	\$871,366	\$10,768	\$0	\$1,865,598
9	Professional Services and Salary - 382			\$1,143,013	\$213,970	\$222,113	\$569,980	\$421,911	\$341,682	\$401,784	\$573,106	\$265,464	\$0	\$4,153,021
10	Physical Hazards - 347			\$3,018,489	\$19,392	\$19,974	\$24,069	\$21,519	\$22,226	\$22,892	\$23,579	\$28,782	\$23,513	\$3,224,435
11	Hazardous Substance - 349			\$10,325	\$14,968	\$11,173	\$11,509	\$12,090	\$12,453	\$17,794	\$13,211	\$13,880	\$14,296	\$131,700
12	Asbestos Removal and Encapsulation - 358			\$12,000	\$16,624	\$12,985	\$13,375	\$18,441	\$14,474	\$14,908	\$20,151	\$16,131	\$16,615	\$155,705
13	Envrionmental H&S Management - 352			\$829,416	\$56,961	\$56,574	\$62,629	\$62,555	\$64,476	\$70,338	\$58,270	\$73,110	\$74,586	\$1,408,914
14	Fire Safety - 363			\$43,350	\$13,470	\$13,874	\$23,852	\$14,978	\$15,428	\$26,637	\$16,367	\$17,160	\$15,717	\$200,834
15	Accessibility - 367			\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000
16	IAQ - 366			\$6,500	\$6,829	\$7,034	\$7,245	\$7,611	\$7,839	\$8,074	\$8,316	\$8,738	\$9,000	\$77,186
17	IAQ - 366			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18	Fire Safety - 363			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Asbestos Removal and Encapsulation - 358			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>				<b>\$9,710,142</b>	<b>\$1,198,092</b>	<b>\$1,232,178</b>	<b>\$2,992,579</b>	<b>\$2,246,749</b>	<b>\$1,845,302</b>	<b>\$2,169,562</b>	<b>\$3,005,424</b>	<b>\$1,485,120</b>	<b>\$153,728</b>	<b>\$26,038,877</b>

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