

Princeton Public Schools - ISD 477
Tuesday, August 7, 2018 at 6:00 PM
Regular School Board Meeting
District Office Board Room

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. Spring Commendations
2. **PROCEDURAL ITEMS**
3. Call to Order and Pledge of Allegiance
4. Roll Call
5. Citizen Comments
6. **REPORTS**
 - a. Board Members Committee Reports
 - b. Student Council Report
 - c. Superintendent Report
7. **APPROVE AGENDA**
8. **DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES** 3
9. **CONSENT AGENDA**

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

 - a. Personnel 5
 - b. Gifts 7
 - c. Preschool Handbook 8
 - d. Middle School Handbook 16
10. **INFORMATION**
 - a. Committee Tentative Schedule 45
11. **ACTION**
 - a. Second Reading of Policies 47
I move to accept the second reading of policies as presented.
12. **ADDITIONS TO AGENDA**

13. FUTURE MEETINGS

Executive Committee- August 15, 4:15 P.M.

Policy Meeting-August 21, 5:00 P.M.

Board Work Session- August 21, 6:00 P.M.

14. ADJOURN

Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **17th day of July, at 6:00 p.m.** in the District Center Board Room.

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

Members Absent: Craig Johnson.

Others present: Superintendent Ben Barton, Director of Human Resources Jason Senne, Director of Business Services Michelle Czech.

REPORTS

Board committee meeting(s) and school events each Board member attended.

Sue VanHooser	None
Chad Young	Finance Committee
Eric Strandberg	Executive Planning
Eric Minks	Executive Planning
Deb Ulm	Finance Committee
Howard Vaillancourt	None

Student Council Report: No report.

Superintendent Report: New Superintendent Ben Barton was welcomed. Superintendent Barton will continue with weekly updates and prepare for the start of school.

APPROVE AGENDA

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

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm, seconded by Howard Vaillancourt, **to approve the June 19th, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Chad Young, seconded by Eric Strandberg, **to approve the consent agenda as presented.** Personnel, Gifts, Bills, Field Trip, Wire Transfers, Treasurer's Report, Primary School Handbook, Student Services Handbook. Motion passed unanimously.

ACTION

Ben Barton IOWA

Motion to designate Ben Barton as the Identified Official with Authority for the MDE External User Access Recertification System and Emily McKinnon to act as the IOwA to add and remove names only for the Princeton Public School District 0477-01 was made by Howard Vaillancourt and seconded by Eric Strandberg. Motion passed unanimously.

Ice Arena Lease

Motion to accept the High School Arena Lease as proposed was made by Chad Young and seconded by Deb Ulm. Upon roll call, the following voted in favor: Eric Minks, Howard Vaillancourt, Chad Young, Sue VanHooser, Eric Strandberg, and Deb Ulm. Motion passed unanimously.

Long Term Facilities Maintenance 10 Year Plan

Motion to accept the Resolution adopting the School District's Long-Term Facilities Maintenance Plan as proposed was made by Deb Ulm and seconded by Eric Strandberg. Upon roll call, the following voted in favor: Eric Minks, Howard Vaillancourt, Chad Young, Sue VanHooser, Eric Strandberg, and Deb Ulm. Motion passed unanimously.

WORK SESSION

The board started their Work Session at 6:12 p.m. The topics for discussion were:

- Board Governance with Dennis Cheesebrow

FUTURE MEETINGS INFORMATION

Finance Meeting- Aug 7, 2018 at 4:30 PM

Regular Board Meeting- Aug 7, 2018 at 6:00 PM

ADJOURN

The work session was adjourned at 8:00 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Sonia Strickland

8.7.2018

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Baumunk	Bryan	FC	Water Safety Instructor	Community Ed		7.1.18	\$9.65/hr
New Hire	Bistodeau	Megan	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Bistodeau	Grace	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Dierks	Kaitlyn	FC	Water Safety Instructor	Community Ed		7.1.18	\$11.65/hr
New Hire	Hilgemann	Tara	FC	ECFE Childcare Supervisor	Community Ed		7.1.18	\$16.33/hr
New Hire	Hoffer	Sophia	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Juilfs	Samantha	FC	Life Guard	Community Ed		7.1.18	\$10.15/hr
New Hire	Lange	David	FC	Life Guard	Community Ed		7.1.18	\$10.40/hr
New Hire	Lasserre	Tessa	FC	Water Safety Instructor	Community Ed		7.1.18	\$11.65/hr
New Hire	Lasserre	Brianna	FC	Lead Water Safety Instructor	Community Ed		7.1.18	\$14.15/hr
New Hire	Metsala	Connor	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Pracht	Nicholas	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Ronning	Jennifer	FC	Para	Paras	Sherry Samposn	8.28.18	\$16.33/hr
New Hire	Skeim	Clara	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Stewart	Stevie	FC	Water Safety Instructor	Community Ed		7.1.18	\$9.65/hr
New Hire	Swedzinsky	Samantha	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Thorson	Ira	FC	Life Guard	Community Ed		7.1.18	\$9.90/hr
New Hire	Torkelson	Chris	FC	Summer Tiger Club Para	Community Ed		7.16.18-8.24.18	
New Hire	Tutland	Rhoda	FC	Lead Water Safety Instructor	Community Ed		7.1.18	\$14.15/hr
New Hire	Westphal	Elizabeth	FC	Life Guard & Water Safety Instructor	Community Ed		7.1.18	\$10.40/hr
New Hire	Moses	Stephanie	HS	Science Teacher	PEA		6.26.18	\$39,477.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Kulyas	Karla	FC	ECFE Childcare Supervisor	Community Ed		8.6.18	
Resignation	Cunningham	Michelle	HS	Clay Target League	Activities		6.16.18	
Resignation	Donais	Karen	PS	Para	Paras		8.1.18	
Resignation	Wesloh	Bernie	HS	Assistant Track & Field Coach	Activities		8.1.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Bassett	Katie	FC	ECSE Para	Paras	Amy Dierks	8.28.18	No change
Change in Assignment	Sampson	Sherry	FC	ECSE Para	Paras	Katie Bassett	8.28.18	No change

Change in Assignment	Johaneson	Vicki	FC	ECSE Para	Paras		8.28.18	No change
Change in Assignment	Fliehr	Dawn	IS & PS	T/Th PS Media Asst Para M/W/F IS Media Asst Para	Paras		8.28.18	No change
Change in Assignment	Anderson	Tonia	IS & PS	T/Th PS Digital Literacy Teacher M/W/F IS Digital Literacy Teacher	PEA		8.28.18	No change
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Donnay	Timothy	HS	Girls Soccer Coach	Activities	Pat Arens	8.1.18	\$4,035.00
Extra Duty	Baumunk	Bryan	FC	Life Guard & Water Safety Instructor	Community Ed		7.1.18	\$10.15/hr
Extra Duty	Dierks	Kaitlyn	FC	Life Guard & Water Safety Instructor	Community Ed		7.1.18	\$10.15/hr
Extra Duty	Lasserre	Brianna	FC	Life Guard & Water Safety Instructor	Community Ed		7.1.18	\$10.40/hr
Extra Duty	Stewart	Stevie	FC	Life Guard & Water Safety Instructor	Community Ed		7.1.18	\$10.15/hr
Extra Duty	Hamlin	David	HS	Varsity Asst Football Coach	Activities	Dave Paddock	8.1.18	\$3,866.00
Extra Duty	Atwood	Michelle	IS	SPED Para	Paras		8.28.18	No change
Extra Duty	Moehlmann	Scott	HS	Varsity Asst Football Coach	Activities	Brandon Borich	8.1.18	\$3,631.00
Extra Duty	Freeh	Bob	HS	Varsity Asst Football Coach	Activities	Brandon Borich	8.1.18	\$3,866.00
Extra Duty	Pemberton	Amanda	PS	Bus Lot Supervision	PEA		9.4.18-5.30.19	No change
Extra Duty	Borst	Steven	MS	Girls Tennis Coach	Activities	Danielle Mathison	8.27.18	\$2,017.00

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: Santiago Lions Club Inc.
Po Box 175, Becker, MN 55308-
-0175

Description of gift: monetary gift of \$500.00
Check # 2420

Pre-Condition, Condition, or Limitation on use:
Check # 2420, \$500.00

How this gift specifically relates to the program or school: Club requests
that these funds be donated into
individual lunch accounts here
at the middle school for students in
need.

This gift meets all requirements of Policy 706

Accepted Not Accepted Michelle Gask Date: 7.23.18
D. Voe Principal or Director

Accepted Not Accepted _____ Date: _____
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

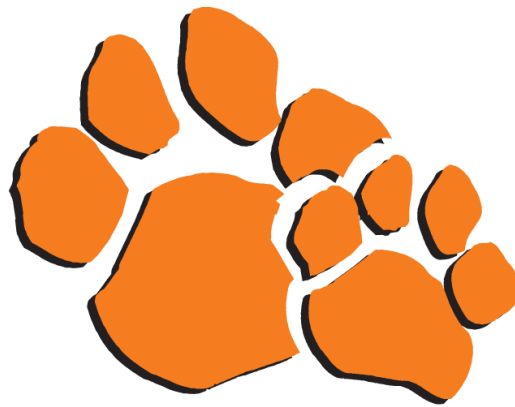
Code Assigned: _____ Program Name _____

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

Board Approval Revised: May 14, 2013

Hand in Hand Preschool

Parent Handbook



PRINCETON

EARLY CHILDHOOD

Core Values



706 1st Street
Princeton, MN 55371
763-389-4789
763-389-7250
isd477.org

Just Playing

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play.
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at the easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or, "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

Contact Information

Early Childhood Coordinator/Community Education Director

Gwen Anderson gwen.anderson@isd477.org

Teachers

Kaela Gallup : kaela.gallup@isd477.org

Kelsie Hasser: kelsie.hasser@isd477.org

Tiffany Glaser: tiffany.glaser@isd477.org

Amy Howard: amy.korkemeier-howard@isd477.org

Kenzie Pederson: kenzie.pederson@isd477.org

Maricela Peterson: maricela.peterson@isd477.org

Nancy Nelson: nancy.nelson@isd477.org

Special Education Teachers

JoEllen Olson: joellen.olson@isd477.org

Crissy McCullough crissy.mccullough@isd477.org

Kathy Kleinmeyer: kathleen.kleinmeyer@isd477.org

Kit Girtz: kit.girtz@isd477.org

Carrie Grammond: carrie.grammond@isd477.org

Heather Wooley: heather.demars@isd477.org

Micki Peterson: michelle.peterson@isd477.org

Early Childhood Screening Coordinator/Program Specialist

Jeff Hauge: jeff.hauge@isd477.org

You can report an absence electronically on our district website under Hand in Hand Preschool or call 763.389.6198

About our program

Our Hand in Hand preschool program offers children a variety of fun and educational activities designed to stimulate their social and intellectual development as they move along the road to kindergarten. In Hand in Hand, children will be able to explore the areas of art, music, dramatic play, physical fitness and literature along with developing their cognitive skills that include language and problem-solving abilities. Experiences in these areas help build self-confidence, which is very beneficial to achieving success in school.

Our Hand in Hand Preschool Programs give children these opportunities in a fun and caring environment. Children must be 3 years of age by September 1st of the fall that they enroll in Hand in Hand Preschool Programs. We have recently added a one day options for children turning 3 years of age between Sept. 1 and Dec. 31st.

Call Jeff Hauge for more information on these mid-year options. The Hand in Hand Preschool Program runs September through May.

Curriculum

At Hand in Hand preschool our curriculum aligns with kindergarten and the Minnesota Early Childhood State Standards or "Indicators of Progress." The following programs are used for teaching and assessment:

- Everyday Math Curriculum
- McGraw-Hill Little Treasures pre-K program or HMH Splash into Pre-K
- Student progress reporting and portfolio
- Book Nook by CEFEL for Social/Emotional development
- Handwriting Without Tears

We will be piloting a new Social Emotional curriculum called First Steps this year. We are excited to talk about social situations and how to respond.

Assessment

We are proud to now be using a state approved online assessment tool called, "Teaching Strategies Gold." This is within state standards and will give us a clear picture of an individual child's growth. You will see the assessment results at each of your preschool parent conferences.



Please like [Princeton Early Childhood](#), Princeton Community Education and Princeton Public Schools on facebook. We post upcoming events and reminders often and it is a great way to stay connected to the schools. Last minute changes and information is usually posted here first.

Policies and Procedures

Drop off/pickup

All of our students that do not ride the bus are picked up in the Family Center gym. Parents sign their student in and out on the iPads provided. They are on the table just outside the gym and labeled by classroom symbol (strawberry, watermelon etc.). The persons authorized to pick up your child are listed and accessible to our staff. Please sign your child in and out everyday they are at preschool. You have listed the persons authorized to pick up your child on the online enrollment form. You can go into your profile and adjust these by going to the webstore on our website and [logging in](#).

Be prompt when dropping off and picking up your child. Many children become anxious if their parent isn't there at the completion of class and other children and parents begin to leave. If you are unavoidably delayed, please call 763-389-6198 or 763-389-6168. Signing in and out is required for emergency purposes.

***Should you be late on more than one occasion - your child will be waiting in the Community Education office for pick up for 10 minutes and will then be taken to Tiger Club childcare. You will be charged a Tiger Club rate of \$12.*

Paying tuition

To pay your child's tuition please go to the Web Store which can be found on the district website under [Family Logins - revtrak](#). You will receive monthly email invoices. As a new feature to parents please call Jeff Hauge at 763-389-6198 to set up your account for auto deduct. This will automatically make payment monthly from a designated checking account or credit card for you.

Illness and Accident Policy

- Emergency procedure sheets need to be filled in by the parents/guardians upon the child's entrance into the program (and updated when necessary).
- Please notify Hand in Hand staff or Community Education if your child will not be in attendance for any reason. This can be done by going to the [isd477](#) website under Family Center under Early childhood and Hand in Hand preschool. There is a green button to email our office.
- If your child becomes ill at school, you will be called to pick up your child.
- A child should not be brought to school if any type of illness, infectious or communicable disease is evident. Do not bring your child to class if:
 - In the past 24 hours, he/she has had a fever, diarrhea or vomited
 - Your child is suspected of having a contagious illness such as pink eye, chicken pox, etc.
- While under supervision, Hand in Hand staff will take whatever emergency measures are judged necessary for the care and protection of your child. In case of a medical emergency, your child will be transported to an appropriate medical facility.

Parents/Guardians will be notified as soon as possible. Any expense incurred will be the responsibility of the child's family.

- It is the responsibility of the parent to inform staff in writing of any health or medical conditions, relative to the child's participation in the program.
- Severe allergies should be indicated on the "Emergency Information Form" and please verbally inform your child's teacher so that we can take necessary precautions.
- Lice is considered an inconvenience and does not constitute keeping children home from school. Parents often times choose to do so however. Please keep your child home if they have live lice or an increasing number of nits.
- Latex - due to an increasing incidence of latex (rubber) allergies, non-latex balloons, gloves, and band-aids will be used during the school day in all school buildings.

Our classrooms are peanut/nut aware

We do not allow children to bring peanut/nut products or any products manufactured in a factory that uses peanuts, however, we cannot control cross contamination of food items. We are a peanut/nut aware building.

Emergency Medical Plan

If your child has medical needs that we need to be aware of, please call our district nurse, Nicole Wyganowski at 763-389-6195 She will help to develop a medical plan with the teaching staff when needed. This will be needed in cases of severe allergies, medications that need to be distributed at school or in the event that your child has a condition that may need to be treated while in school.

Immunizations

We need your immunizations on record!

New to Minnesota's Immunization Law are early childhood programs which include programs that provide instructional or other services to support children's learning and development and:

- Serve children from birth to kindergarten.
- Meet at least once a week for at least six weeks or more during the year.

Children enrolled or enrolling in these types of programs must provide proof of immunizations or have a legal exemption for:

- DTaP
- Varicella
- MMR
- Hepatitis A
- Polio
- Pneumococcal (2-24 months)
- Hib
- Hepatitis B

Dressing for school

Please label your child's outdoor clothes as they may look the same as other students. Please dress your child in comfortable play clothes that can get paint or water on them. Some of our play and projects get quite messy. We play outside every day unless the weather does not permit. Please dress your child appropriately for cold weather-boots, mittens, snow pants, caps, warm coats, etc. Footwear such as tennis shoes would be the most appropriate choice. Please try not to send your child in cowboy boots, sandals, or leather shoes as they can be difficult and can be dangerous for active play activities, especially for outdoor play. We will go outside when the weather is higher than -5 including wind chill.

Emergency Closings - please update your family information on our website in Skyward Family access (directions included in your family letter)

The Skylert system will attempt to call all Princeton homes in the event of a delay or closing. Please check the following radio and television stations for information related to school closings and late starts. If there is a late start, all 8:00 am morning classes will be cancelled. All day everyday classes would start late. Any class starting after 10:00am would then start on time. If there should happen to be an early release, your child will need to be picked up at the announced time. Visit the [district website](#) and/or the district [facebook.com/isd477](https://www.facebook.com/isd477). Or watch local television stations.

Behavior/Discipline

Positive Behavior Intervention Supports (PBIS) are taught and reinforced in the Hand in Hand Preschool. This is a Princeton school-wide program. "TIGER PRIDE"

I will respect myself

I will respect others

I will respect property

I will respect community

- Undesirable behavior are considered teachable moments and will be dealt with by replacing behaviors that are acceptable. At times we use redirection or removal from an activity, suggesting alternative ways to handle a situation, or distraction
- Everyone will be encouraged to keep from hurting others or themselves
- Classroom equipment and materials will be used safely
- Desirable behavior will be encouraged, with respectful, direct words to teach language around managing situations
- Parents will be consulted if a undesirable behaviors are harmful and persisting

Snacks

The younger we start teaching healthy eating habits the better. Healthy and active lifestyles will create better students. Healthy eating can stabilize children's energy, sharpen their minds and even out their moods. Nutrition is essential for the brain to perform at its peak and eating properly is one of the easiest ways to improve performance in school.

*All children will take turns bringing in a healthy snack to class. We follow strict snack guidelines that will need to be followed. If your child brings a snack that is not on our snack list, the snack will be **sent home**. If you have any ideas to add to our approved and healthy snack list, please share your ideas with us!*

Guidelines for snacks:

- Need to be purchased for the store and unopened. For safety reasons, unfortunately we cannot accept homemade foods.
- We strongly encourage whole fruits and/or vegetables as your first choice. Please leave them in their original package and we will clean and cut them for you.
- Bring enough for the entire classroom.
- OUR CLASSROOMS ARE PEANUT AWARE...this includes products made in a factory that could come in contact with peanuts, please read labels very carefully.
- When buying whole fruits and/or vegetables please leave them whole and in their package, our staff will cut them up here.

This and that

Lunch: Students in the all-day-everyday classes and Tiger Club program will be offered hot lunch. Lunches are held in the Family Center Gym and the cost is \$2.45 per lunch. Lunch money can be paid on our website on the top black band under family logins - web store/revtrack.

Suspected Child Abuse: Everyone who works with children and families is a mandated reporter of child neglect, emotional, physical or sexual abuse. Hand in Hand preschool staff members are all mandated reporters. (as specified by Minnesota Statutes)

Personal items (toys): Please leave all personal items such as toys at home unless otherwise discussed.

Conferences: conferences are held twice per year. Please make every attempt to participate in your child's conference. One day preschool conferences are offered during a class session as parents attend with children.

Self-toileting: children in our hand in hand programs are expected to be self-toileting. We, of course, understand that accidents can happen and we are prepared for that.

Unusual Circumstances: If there are any circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements, please notify the teachers so that they can help your child adjust more easily to the situation.

Early Childhood Screening: every child entering preschool needs to attend EC screening within 45 days. If you are unsure if your child has done this or need to schedule an appointment, please call 763-389-6168 or request an appointment [online](#) under community-earlychildhood-screening . We need to get the screening done within 45 days of their first day of preschool.

Birthday Celebrations: To help comply with our nutrition guidelines, we will not be celebrating birthdays with special birthday treats, i.e cupcakes. Instead, the class will celebrate your child's birthday in a different and special way. Each classroom will celebrate differently, and your teacher will let you know specifics.

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, Early Childhood Family Center or District 477 publications and posted on Facebook. Parents may request that their child's photographs and identifying names not be published. Please make your written request to your child's teacher.



August 1, 2018

Re: Middle School Handbook Changes

Below are the recommended changes for the 2018-2019 middle school handbook. These changes are based on a variety of reasons: correcting misinformation, aligning current practices and policies, requirements from MDE, and recommendations from building principal/assistant principal.

1. Added Table of Contents (Page 2)
2. Updated Calendar to reflect 2018-19 dates (Page 5)
3. Attendance: Updated wording to reflect current practices (Page 7)
4. Friday Folders changed to Thursday Folders with our changes to our Advisory program (Page 8)
5. MCA Testing: Added the required component from MDE regarding refusal for participation in state standardized testing (Page 9)
6. Emergency Contact Information (Page 11): Updated to reflect having most updates and changes done via Skyward rather than paper pencil
7. Student Dress Code: Updated to reflect our current practices (Page 16)
8. Use/Possession of Illegal Substance: Added information regarding vaping as there has been an increase of this at the middle school (Page 19)

Core Values



1100 4th Ave N
Princeton, MN 55371
763-389-6704
763-389-6737
isd477.org



PRINCETON

MIDDLE SCHOOL

2018-2019

1100 4th Avenue North

Princeton, MN 55371

Phone (763)389-3704

Fax (763) 389-6737

www.princeton.k12.mn.us

Office Hours: 7:55-3:55

WELCOME

Dear Students and Parents:

Welcome to the Princeton Middle School education team! As parents, you are your child's primary teacher, and therefore, you are very important to the success of his/her educational experience. Because we share a common goal of quality education, it is important that we support one another's efforts to meet that expectation. We truly see you as a partner with us and encourage your involvement, communication, and presence at Princeton Middle School. We understand that your child means the world to you. We want you to know that we will provide a safe, positive, and challenging learning environment for all.

This handbook has been developed for the purpose of interpreting our school expectations to its students, parents and other friends. Both students and parents should become familiar with the policies, procedures, and activities associated with Princeton Middle School. We want all students to be happy at school and learn all they possibly can. Student success is very important. To make sure students are successful we implement our Tiger Pride or Honor Code Expectations: Respecting Myself, Others, Property, and Community.

We are looking forward to another exciting year, filled with many new opportunities and challenges promoting learning and growth. Let's work together to make this school year an enjoyable and rewarding experience for everyone.

Respectfully,
Dan Voce, Principal

Jona Deavel, Assistant Principal

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District Mission Statement

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

District Vision

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

District Strategic Goals

Princeton has developed a strategic plan based around our core values, mission, and vision. From the strategic plan, the following five goals have been developed: personalized instruction, college and career readiness, innovative programming, digital learning, and communication.

Middle School Philosophy

The administration, faculty, and staff expect each student to:

1. Manage yourself by solving your own problems with staff guidance.
2. Always do your best, be on time, and be prepared to learn.
3. Take responsibility for choices made.
4. Treat others with kindness and respect.
5. Take care of district property and equipment.

Emergency School Closings

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 websites for information related to school closings and late starts: **Radio:** WCCO 830 AM, WQPM 1300 AM/KLCI 106.1 FM, KBK 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 **Websites:** www.princeton@isd477.org, www.wcco.com, www.kare11.com.

Contact Information

Board of Education:

Deb Ulm, Chair	763-234-7645, deb.ulm@isd477.org
Chad Young	763-389-4217, chad.young@isd477.org
Craig Johnson	763-634-2550, craig.johnson@isd477.org
Eric Strandberg	763-226-7664, eric.strandberg@isd477.org
Eric Minks	763-238-1571, eric.minks@isd477.org
Sue VanHooser	763-389-5271, sue.vanhooser@isd477.org
Howard Vaillancourt	763-389-3627, howard.vaillancourt@isd477.org

Superintendent of Schools

Ben Barton 763-389-6184, ben.barton@isd477.org

Middle School Administration

Dan Voce, Principal	763-389-6750, dan.voce@isd477.org
Jona Deavel, Assistant Principal	763-389-6751, jona.deavel@isd477.org
Joan Bullivant, Counselor	763- 389-6753, joan.bullivant@isd477.org
Bobbi Benner, Counselor	763-389-6739, bobbi.benner@isd477.org

School Contacts

To e-mail a staff member use the following format: first name.last name@isd477.org

Middle School Office/Attendance: 763-389-6704

Health Office: Amy Oliver: 763-389-6723

Daily Schedule

Our school day starts at 8:10am and ends at 3:00pm. Buses depart generally by 3:10 or a little sooner.

For the safety of students, after 3:15 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.

Middle School Calendar 2018-19

August

Wed. 29 Middle School Open House/Photo Day (4:00 - 6:30 pm)

September

Mon. 3 No School: Labor Day Holiday

Tues. 4 First Day of School - 6th gr. WEB Orientation

No School for 7th & 8th Gr. Students

Wed. 5 First Day of School for 7th and 8th Grade Students

October

Mon. 17 No School: District Staff Development

Thur. 18 - Fri. 19 No School: MEA

Thur. 25 & Tue. 30 MS Parent/Teacher Conferences (3:30 - 7:00)

November

Wed. 21 No School: District Staff Development

Thur. & Fri. 22 & 23 No School: Thanksgiving Break

Fri. 30 End of Tri. 1

December

Mon. 3 No School: Building Staff Development Building & Grading

Fri. 21 Last Day of School before Winter Break

January

Wed. 2 School Resumes

Thur. 17 & Tue. 22 MS Parent/Teacher Conferences (3:30 - 7:00)

Mon. 21 No School: MLK Day - District Staff Development

February

Mon. 18 No School: Presidents Day

March

Wed. 6 End of Tri. 2

Thurs. 7 & Fri. 8 No School: Staff Development

April

Fri 19 & Mon. 22 No School: Spring Break

May

Mon. 27 No School: Memorial Day

Thur. 30 Last Day of School Students/End of Tri. 3

Equal Educational Opportunity Policy

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

Should any person(s) claim that there has been a violation of this policy, they should discuss the matter with the assistant principal or principal who services them. If the issue is not then resolved at this level, the complaint is filed with the superintendent. (For complete policy, see District Policy 102.)

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, 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. A form is available at the end of the handbook section of this planner. (For complete policy, see District Policy 515).

Photos/ Videos in School/ District Publications/ Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, within the Middle School, District 477 publications, broadcasted on television highlights within the building, or shared with other schools in the state or even nationally. The middle school gets a lot of attention because of our PBIS initiatives. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs).

Criminal Background Check (ISD 477 Policy 404)

The purpose of this policy is to maintain a safe and healthy environment for students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history 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.

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.

Visitors

Any person other than Princeton middle school students, staff or school board personnel are regarded as visitors and must report to the office for clearance before going anywhere in the building. We accept only those visitors who have legitimate business at the school. Visitors wishing to see middle school 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 middle school office to explain the situation.

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 389-6704. Students are given messages throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. Please go through the office to deliver messages to your child.

Attendance

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! Parents are requested to notify the attendance office by telephone (389-6704) each day of the student's absence or bring a parent note upon returning to school (if a parent does not call the school, the school will call home to verify absence). Any unverified absence is an unexcused absence. The authority to decide whether an absence is excused or unexcused rests with the administration. * ISD 477 policy 503 regarding student attendance, information about this policy can be found in the policy section of this handbook and on the district's website.

Excused and Unexcused Absences

Excused absences are those requested by the parent and approved by the school. Examples may include: Illness of student (doctor verification may be requested), illness or death in the family, required court appearance, dental, medical, or counseling appointments, official school field trips, co-curricular activities, and other reasons upon approval of administrator.

School Response to excused absence concerns:

- 10 or more excused absences may result in a parent contact (doctor note may be required)
- Further absence(s) may be considered unexcused
- 15 or more absences may result in a referral to a county agency, parent meeting, and/or possible court action

Unexcused absences may include but are not limited to: missed bus/bus suspension or loss of service, oversleeping, weather, late to school, work, babysitting, needed at home, and/or student not immunized. In addition, telephone/written verification not received in the middle school office within 2 days upon returning school, excessive absences without appropriate doctor's note or when prior approval has not been obtained through the office. Any portion of the day or part of a class may be counted as an unexcused absence.

School Response to unexcused absence concerns:

- 3 unexcused absences may result in a parent contact/meeting and/or referral to a county agency
- 7 absences is considered habitually truant and will result in referral to county services (state law) and possible court action
- Students who have unexcused absence(s) may be required to make up the unexcused time before, during, or after school hours. Note: this may require parents/guardians to provide transportation.

Truancy

According to Minnesota Law/Statute 260A.02 Subd. 3, a pupil is considered a continuing truant if absent on three (3) or more class periods on three (3) or more days without a valid excuse. According to Minnesota Law/Statute 260C.007 Subd. 19, a pupil is considered a habitual truant if absent on seven (7) or more class periods on seven (7) or more days without a valid excuse. The school must notify county and will notify parents.

Tardiness

Students late to school should report to the office to receive a pass. Students late to class are expected to have a pass. Any staff can ask to see a student's pass if in the hall during class time. Teachers will record unexcused tardiness, which may result in disciplinary action. Chronic tardiness may result in parent contact and referral to an administrator. Each morning administration will "sweep" the hallways. Students in the hall without a pass will report to the media center and educated on the importance of being on time. The students may receive consequences for tardiness.

Pre-Arranged Absences

Students should present written parental request to the middle school office for any prearranged absences. Students will be given a form for teachers to sign and record homework assigned for the time missed.

Make-Up Work

When students return to school they are responsible to get their make-up work and will receive full credit for work missed when completed upon the teacher's deadline. Unexcused absences may have grade adjustments determined by the team of teachers.

Leaving School During The Day

Students should provide a parent note or phone call at the start of the day to leave during school hours. Students can be picked up from anyone listed in Skyward as legally able to pick up their child. Students are not allowed to leave school by themselves during the school day. The failure to properly check out of school will be recorded as an unexcused absence.

Academic Information

Teachers will give more detailed specifics about behavior and academic expectations in their classrooms.

Homework

Current research shows that completing homework has immediate and long-term effects on achievement and learning. In fact, a student of middle school age that completes his/her homework will outperform students who do not. Therefore, with best practice research and middle school developmental stages in mind, students may have homework in the evening. The amount of effort a student puts forth in class may determine whether they have more or less homework.

Make up Work

At Princeton Middle School we expect all students complete their work on time. Students will be permitted to turn in late work up until the end of the grading period. Teachers may have additional expectations for late work.

Student Passes

Students need permission at all times to be out of the classroom unless it is during passing time. If a student needs to leave class, they will need to ask permission for from the classroom teacher and a pass will be given per discretion of staff. Students must be prepared to present their passes to staff upon request.

Grading Guidelines

Purpose/Definition of Grading: The purpose of grading is to show what students know and are able to do in relation to state and course standards. Grading: a) reflects academic achievement, b) contains meaningful feedback, c) aligns with Princeton Public Schools Curriculum, and d) reflects consistency among classes, grade levels, and/or departments.

Formative (practice) and Summative (achievement):

Academic Practice (Formative) Assessments are given while a student is learning the material. This is designed to provide direction for both students and teachers

- Practice (formative) assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks, etc.

Academic Achievement (Summative) Assessments are given after completing a sequence of instruction and practice. Students are ready to be responsible for the material.

- Academic achievement (summative) assessments include: final drafts, tests, exams, projects, essays, performances, etc.

Thursday Folders

We are working to move much of our communication from school to home happen electronically, rather than via paper. Every Thursday, students will be communicating home via email starting on Thursday, September 20th. Students will send parents an email every Thursday that includes the following: Screenshot of current grades from Skyward, screenshot of missing work from Skyward, and a list of goals for the week. We ask parents to look for these emails every week and ensure that all three components are included. As there will still be some papers that need to go home, we have Thursday Folders. Any additional information that needs to go home, will be sent in the Thursday Folders every week. We ask that parents review the Thursday Folders, sign any required papers, and send these back with students on Mondays. In addition, parents are encouraged to view their student's grades online at any time through the Skyward Program. Passwords for this program can be accessed through the office.

STEP Program - Academic intervention and support

Students who need academic assistance in their classes and coursework may be referred to our afterschool program by their teaching team, guidance counselor, or advisor. STEP is 2 days a week after school from 3:30-5:30 pm. Students in the program will work with a team teacher/mentor to assist, guide, and track student progress. Every two weeks student grades will be reviewed. Students who have shown progress will be exited out of the program. Students who do not make adequate progress on their grades at the end of the school year may be enrolled in our summer program.

Incomplete Grades

Students who have incomplete work and are not meeting adequate progress in their courses will receive an "I" at the end of each trimester. Students will be given a **two-week** window in which to complete any missing or late assignments. Students may need to re-do assignments to improve their scores. Our goal is to help students successfully complete their courses and learn the necessary skills to be successful in high school and beyond.

Parent Teacher Conferences

Conferences bring student, advisor, and parent(s) together. This conference provides an important communication link between parents and the school. The conference will last 15-20 minutes where students and parents will share the report card and work samples. Parents are always welcome to conference with teachers on any school day. To meet with a teacher in addition to scheduled conference nights, please contact your student's teacher(s).

Team Requests and Schedule Changes

Our goal is to provide students a variety of experiences through their core, fine art classes, and working with multiple staff members. Team requests are not accepted and once a student is enrolled in a class, they are expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

Roles and Responsibilities

In order to promote lifelong learning, Princeton Middle School has established the following roles and responsibilities. The goal is to ensure that all students are successful in developing skills necessary for academic achievement.

Teacher Responsibilities

- Teachers share and teach standards, learning goals, and expectations for student success on an ongoing basis.
- Teachers will further define academic expectations and communicate to students/parents when they are not being met.
- Teachers/Team will refer and support students who are in need of academic assistance through the defined action plan.
- Teachers/Team will work with referred students and parents to fulfill academic requirements in a timely manner.
- Teachers teach students.

Student Responsibilities

- Students will follow teacher and school expectations.
- Students will meet outcomes according to timelines given by the teacher.
- Students will be responsible for their learning by seeking clarification and assistance from teachers.
- Students will take home the Friday Folder information for parents to review, sign, and bring back to school the next day.
- Students learn required information.

Parent Responsibilities

- Parents will review the contents of the Friday Folder and sign it on a weekly basis.
- Parents will provide a time and place at home for students to complete schoolwork.
- Parents will partner with teachers and school to ensure academic success for the student.
- Parents will assist their students in fulfilling academic requirements in a timely manner.

Action Plan:

- Teachers will identify students who are in need of academic support.
- Students may lose extra-curricular activities until satisfactory progress is made as determined by administration.
- Students are expected to attend "STEP" (extended school day) until satisfactory progress has been made.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.
- Failure to meet academic outcomes by the end of summer may result in temporary retention until all outcomes are met.

MCA Testing

All middle school students enrolled in Minnesota Public School participate in the Minnesota Comprehensive Assessment once a year for Math and Reading. 8th Grade students also take the Science MCAs. These state-wide standardized tests are very important as it provides us with essential information on how well we are preparing our students to be proficient on the grade-level content standards. This also gives us data that we utilize when we are placing students into classes to ensure that we are providing them with the appropriate level of rigor for students to grow and succeed. These tests take place in the spring and the dates will be communicated to families prior to testing. On testing days and the days leading up to the test, it is important that students are getting adequate sleep. The morning of the test we want students to have a healthy breakfast and to come ready to do their very best on these exams. We know there are specific reasons that parents may need to opt out of these assessments. Click [here](#) to view this information in detail from the Minnesota Department of Education.

Lunchroom Information

Lunch Service- 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 7:45-8:05 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. All account balances must be positive by **May 15th** in order to continue charging meals to that account. No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Access link on the School website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method. 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.

Prices (subject to change):

Lunch	\$2.40	Reduced Lunch	\$0
Breakfast	\$1.45	Reduced Breakfast	\$0
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00
Second Entree	\$1.95	Second Lunch	\$2.95

Student Lunch Menus

Menus are published on the Princeton Public School website 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 7:45-8:05. 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

The after school snack shop is designated for students who are staying after school to attend extracurricular events. Students going home after the school day on a bus will **NOT** be allowed to make purchases at the snack shop. Students can purchase snacks or meals needed to get them through their after school activities. All they need to do is come to 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 needed.

Expected Behavior in the Lunchroom

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 stay seated at all times, 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.

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.

High School: 763-389-6019, **Middle School:** 763-389-6723, **Intermediate:** 763-389-6803, **Primary** 763-389-6904

District School Nurse: 763-389-6195

Health Services website: www.princeton@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 Contact Information

It is essential that we have updated contact information at all times. This year we are asking parents and families to update their information directly from Skyward. **If current emergency information is not updated and the Health Office is unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.** Below is information on how to access Skyward Family Access.

What is Family Access?

Family/Student Access is our tool for parents and students to access real-time information such as class schedule, missing assignments, grades, attendance, report cards, food service accounts, message center and general student information.

How do I log in?

If you do not remember or have not received your family login information, please request this information from the main office. Once you have your info, go to the Princeton School District website and select “Family Logins” at the top right hand corner, find “Skyward” in the list, and select the “Login” box next to it. Login and click on “My Account” on the top right of the screen. This is where adjustments can be made to “Account Settings” and “Email Notifications”.

- Account Settings: Make sure your information is correct, including a minimum of two phone numbers in the event of an emergency.
- Email Notifications: Options here include email updates for attendance, grades, progress reports, food service balance and health office medication notices. We **HIGHLY** encourage you to check notifications for attendance, food service and health office notifications so you can be aware of your child’s status.

How do I update student information?

Click on the “Student Info” tab on the left side of the screen. Click on “Request Changes For ***” section on the top of the screen. Adjustments can then be made to all areas of student information.

The following are the areas we would like you to review and update every year:

- Student Information
- Family Address
- Family Information
- Emergency Information
- Emergency Contacts
- Health Information

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 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:

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: www.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. 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.princeton@isd477.org, click on Departments, Health Services, Immunization information and resources or on the Minnesota Department of Health website: www.health.state.mn.us/immunize.

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.

Physical Education Participation

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or handicap.

A student may be excused from participating in physical education for the following: illness or injury. To ensure the health and safety of each student while helping remain physically active, certain guidelines are expected. To be excused from participating, a written request must be received. Written requests for being excused include:

- From a parent (for two days only) or from the health office (for two days only)
- From an examining physician, if more than 2 days. Please make this specific to the time frame and activities to be excluded and/or recommendation of allowable activities. This is the student/parent's responsibility. Please turn into health office.
- In order to ensure the student's safety, a student receiving a physician's excuse must also present a physician's permission to resume activities.

Physical Education Dress Code

Students will need to purchase a Phy-Ed uniform (t-shirt and shorts) to wear for their physical education class. The cost of the pair will be \$15 and can be purchased in the office. Tennis shoes and socks are required. Students are expected to wear the uniform on a daily basis. If they forget their uniform they will be required to participate, but they may lose partial credit for the day. If they

damage or lose their shirt or shorts, they will need to purchase a second pair. Financial assistance will be available for those who qualify, contact the office if you think you may qualify.

Guidance Department

The middle school counseling program uses a developmental guidance approach. Its purpose is to help all learners grow emotionally, socially, and intellectually. This may be accomplished in several ways, such as:

1. Helping students feel comfortable in the middle school setting.
2. Offering guidance program activities, which are primarily preventive in nature.
3. Assuring that guidance program curriculum and activities are available to all students.
4. Additional services and duties provided by the counselor include:
 - Assistance with short and long range planning
 - Teacher consultation
 - Referrals
 - Academic monitoring of student progress
 - Counseling (individual and/or group)
 - Parent consultation
 - Providing information
 - Cumulative record maintenance

Students interested in meeting with a counselor should make an appointment in the middle school office.

Safety Drills

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.

LockDown 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 a lockdown, 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 Public Schools conducts at least one Tornado Drill a year as if there is a Tornado Warning in effect. A tornado warning is when a tornado has been sighted and may be approaching the school or the immediate area. These procedures will be followed:

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

Student Management

Vision

Our vision is to extend the learning from the classroom into an innovative and clearly defined student management system. This is essential to stop ongoing behavior problems and educate students on how the choices they make, affect themselves and others. Staff will encourage positive “Tiger Pride” student behaviors and will use Positive Behavioral Interventions and Supports (PBIS).

Mission

Our mission is to educate students to take accountability for their actions and when needed, develop a plan to make better choices in the future; to understand that students have an opportunity to be successful within the educational setting and to appropriately resolve any social conflict they encounter; and to realize students independently have the opportunity to make decisions that will enable them to be successful.

Student Conduct and Expectations (ISD 477 Policy 506)

Students are responsible for their own actions and behaviors. Students are expected to demonstrate respect and responsibility by following school rules. The administration of Princeton Middle 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 that are not acceptable. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated. Students who violate this code of conduct are subject to school disciplinary action, including suspension and/or expulsion, as well as referral to local authorities for possible criminal prosecution. Administration may use consequences as deemed necessary for altercations, incidents, and behaviors not specifically mentioned in the handbook. Students must cooperate in all disciplinary investigations and procedures. Non-cooperation in investigations may subject student(s) to discipline. The school cannot disclose disciplinary action of other students, per student-data privacy. For more information around student conduct and expectations, please see District Policy #506 on the District Website.

Harassment (ISD 477 Policy 413)

Harassment/discrimination is a violation of state law and policies of District #477. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence through personal or electronic contact. All persons associated with the school including but not limited to the administration, staff, and students shall conduct themselves in a way to provide an atmosphere free from racial, religious or sexual harassment, discrimination or assault in written, verbal, electronic, or physical form. If you are a victim of harassment or witness harassment, you should report it to a staff member immediately. Students may be required to participate in training designed to increase sensitivity to the issue of harassment and/or may face dismissal/suspension or other disciplinary action per school board policy. For more information, please see District Policy #413 on the District Website.

Bullying Prohibition (ISD 477 Policy 514)

A safe and civil environment is needed for students to learn, 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. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. Princeton middle school takes several steps to educate students on bullying, one of which is the Olweus Bullying Prevention Program. This is an evidence-based, highly accredited, nation-wide program supported by the Hazelden Foundation.

Student bullying is defined in MN statute as: a) intimidating, threatening, abusive or harming conduct that is objectively offensive and b) there is an actual or perceived imbalance of power between the students and c) the conduct is repeated or forms a pattern; or d) materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges. Cyberbullying is defined as bullying using technology and/ or other electronic communication. The purpose of the bullying policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, either by physical, verbal, or electronic means. We will take action to investigate, respond, remediate, and discipline those acts of bullying, which have not been successfully prevented. Report any offensive behavior to your teacher, guidance counselor, the planning room, a trusting adult, or an administrator. For more information, please see District Policy #514 on the District Website.

Offensive Behavior is encouraged to be reported and an online form can be found in the middle school homepage and ISD 477 district website under parents. Each time a report is received, it will be investigated and appropriate action will be taken as needed. This can be done online at our middle school website or through the middle school office.

Hazing Prohibition (ISD 477 Policy 526)

The school district maintains a safe learning environment for students and staff that is free from hazing. 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 purpose. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. For more information, please see District Policy #526 on the District Website.

Insubordination

A student is insubordinate when a staff member makes a reasonable request to a student and the student refuses to cooperate. It is expected that students work with and answer administration's questions when needed. Depending upon the severity of insubordination, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of administration.

Harmful or Nuisance Items

This includes all electronic devices, cameras, laser pens, rollerblades, skateboards, hackey sacks, expensive jewelry or personal items, large sums of money or any item deemed disruptive by school staff. Unauthorized use of nuisance items will result in the item being confiscated and may require a parent meeting with administration to have the item returned. Repetitive violations may result in the item being confiscated until the end of the school year. The school district will not be held responsible for items lost or stolen on school property.

Bikes, Skateboards, Rollerblades, and Other Wheeled Items

Bikes and skateboards may be used for transportation to and from school, but they may not be used on school property. Skateboarding on school property is prohibited. For the safety of all students, staff, parents and visitors, students may not use wheeled devices past the bike rack. Skateboards, rollerblades, and other wheeled devices may not be used during school hours and must be stored in the office or in student lockers. First offense: Student will be warned. Second Offense: Parents may be notified and they may have to pick up the item. Third Offense: Loss of privilege for the remainder of the school year.

Cell Phones & Other Personal Electronic Devices

Students are allowed to use their cell phones or other personal electronic devices anytime before 8:10 a.m. and after 3:00 p.m. Students may have these devices with them at school, but they must be kept in their lockers and on silent. All students now have the use of their chromebooks to be used during school hours for academic purposes. The use of cell phones and/or other electronic devices in locker room facilities, bathrooms, and/or activity nights is strictly prohibited at all times (including before, during, and after school). Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any chromebook, cell phone, or other devices brought on school property. Students are expected to demonstrate positive digital citizenship toward self and others, use technology for intended purposes, maintain the privacy of others, and model positive online etiquette. The district is not responsible for electronic devices brought to school if lost, stolen, and/or damaged.

If a student does have a cell phone or other personal device outside of their locker during the school day, this item will be confiscated and returned to the student at the end of the day. If this would happen a second time, the student's parent or guardian will be required to pick the item up at school. If students wish to contact a parent or guardian during the school day, phones are available in the front office.

Student Dress Code

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

1. Shoes must be worn at all times.
2. Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains, or low riding pants may not be worn to school. **Pants need to be worn on hips and/or at waist level, no underwear may show. Shorts and skirts need to be at a respectable length with shorts having a minimum of 3 inches of inseam. If items are deemed inappropriate by staff, students will be asked to change into alternative clothing. Straps need to be the width of at least two fingers.**
3. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverage, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating inappropriate and/or inferred messages may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted (i.e. displayed bandanas, etc.).

4. No items such as hats, scarves on heads, bandanas, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.
5. The school has the right to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific areas.
6. When an infraction of the dress code occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing (including belts and/or ties for low riding pants), and/or parent contact. If the violation cannot be remedied at school, the student may be sent home to change into appropriate clothing. Continuous inappropriate dress may result in further consequences.

Public Displays of Affection

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: warning, parent contact and/or further disciplinary action.

Profanity/Offensive Language

Profanity is any use of language that may be offensive to others and will not be tolerated in the school, on school property, or at school functions. Depending upon the severity of the language and/or the context of how it was used, consequences may include but are not limited to: parent contact, detention, in-school suspension, out-of-school suspension; at the discretion of the administration.

School Disruption

Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities whether on or off the school campus, will be subject to disciplinary action, which may include filing a police report. Any dangerous threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.

Fighting/Physical Assault

Fighting is when two or more individuals attempt to and/or intentionally cause physical harm to each other. Fighting may include verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students involved may be suspended from school up to ten (10) days in/out-of-school suspension as determined by administration. If a student violently directs an attack on another person, the student may be initially suspended for ten (10) days, and may be recommended to the Superintendent and School Board for expulsion.

Internet Acceptable Use and Safety (ISD 477 Policy 524)

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident 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, or exclusion; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. For more information see District Policy #524 on the District Website.

Inappropriate Postings

Taking, posting, sending and/or receiving sexually explicit photos that are retrievable within a school facility or grounds, is strictly prohibited and there is a possibility of severe consequences; this may be deemed as sexual harassment. In addition, anyone who photographs, records (including but not limited to video and audio taping), in possession of, and/or transmits information on another student or staff member will be subject to discipline as this is unacceptable and is in violation of student conduct expectations. Consequences include but are not limited to: loss of privilege, parent contact, suspension or expulsion, and/or notifying law enforcement officials. Exceptions to these expectations need prior approval through administration.

Safe School Zone

Minnesota Statute 152.021 - 152.023 and 609.66 has declared the area surrounding schools as a drug free and weapon free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. The court toward adults may administer tougher penalties and juveniles caught possessing or selling illegal drugs, or possessing a dangerous weapon within a school zone.

Lockers

All students will be assigned an individual locker. **You should use only the locker assigned to you!** For your protection, it is necessary that you do not reveal your combination to any other person. Once assigned a locker, this is your locker throughout the school year; locker changes need to be pre-approved through the front office. Each student will have one locker, sharing of lockers or moving lockers is prohibited. Valuables should never be left in your locker even though you have it locked. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to administration. **The lockers are school property and the law permits the inspection and/or search of student lockers and all items inside lockers at any time.** 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 may for any reason conduct an inspection of the contents of lockers at any time, without notice, without student consent, and without a search warrant.

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 **three** weeks at a time. If they are 30 days overdue, a notice will be mailed home and no other items may be checked out until it is resolved. 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.

Theft

Please report to a staff member or office personnel any time you have witnessed or been victimized by someone. Remember to lock your school and gym locker when not in use and do not share the combination with others. Leave valuables at home. Students are discouraged from bringing more money than what they need to spend at school each day. The school is not responsible for lost or stolen money and/or property on school grounds or at school activities. Administration will determine consequences for theft while following the school district's policy. This may include but is not limited to: parent contact, in-school suspension, out-of-school suspension, restitution, and/or notifying the police resource officer.

Vandalism/Property Damage

The Princeton community and schools are fortunate to have a state of the art middle school facility. It is the responsibility of everyone to respect school property and property belonging to someone else. If you see someone damaging or vandalizing, please report this to a staff member. Students involved in vandalism will be expected to reimburse the district for any damages in addition to further consequences to be determined by school administrators.

Food & Drink

Students should only consume food/drink in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and soda pop, as well as the effects they have on adolescents, they are prohibited at school. **Only water in clear containers is allowed outside the cafeteria.** Colored liquids and colored and/or opaque containers are not allowed. Teacher and/or staff member discretion will be given in regards to the clear water bottles being allowed in the individual classrooms. Please note that there are drinking fountains in each wing and throughout the school available for students.

School Field Trips

School-sponsored field trips are a privilege to attend, not a right. Students may be held back from trips due to inappropriate behavior. Field trips are considered part of the school day to which school policies and procedures apply.

Terroristic Threats

Princeton middle 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.)

Use/Possession of Illegal Substances

The use and/or possession of illegal substances is strictly prohibited on school grounds and in the school safe zone. This includes, but is not limited to the use or possession of alcohol substances, drugs and drug paraphernalia, tobacco and vaping products. There has been a recent increase in the use of vaping products at the middle school. We encourage students to spend time researching the dangers of such products as severe reactions and even deaths have been reported from the use of these products. These products are strictly prohibited. Administration will determine consequences for use or possession of such materials while following the school district's policy. District policy states that **use or possession of** smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances may result in notification of parents, notification of police, five day in/out of school suspension; referral to the building pre-assessment team; and consideration of expulsion. **Distribution, sale or purchase of** tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance may result in notification of parents, notification of police, referral to building pre-assessment team, a 10 day suspension from school, and recommendation to the school board for expulsion from school for one calendar year.

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.

Planning Room

Students can come to the Planning Room for support, either academic or behavior. Students can report offensive behaviors to the Planning Room where a staff member will assist students in addressing the behavior and will help find solutions. Students can learn self-advocacy skills, replacement behaviors, and academic support.

Restitution Room

This is where students will be initially placed following removal from class or other disciplinary incident(s). Students sent to the restitution room should report to the office until they can meet with the supervisor. Students have the opportunity to reflect on the situation, repair their mistake, and create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. Frequent or more severe behavior will be referred to administration.

Lunch Detention (through the office)

Students may be assigned a lunch detention through the office. Students are expected to report directly to the assigned lunch detention area. A nutritious bag lunch, instead of a hot lunch, will be provided to the students. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional lunch detentions and/or more severe consequences.

Catch- Up Lunches

Students may be assigned a working lunch as a layer of support to help students with their missing work. This can be assigned through the office and/or classroom teacher. The students receive a regular lunch while they complete their needed work.

In-School Suspension (ISS)

In-school suspension is held during the school day in the office.

1. Students will complete provided learning materials and classroom assignments.
2. ANY electronic device, talking, non-verbal communication, and/or sleeping is not allowed.
3. Lunch will be eaten in the office. A nutritious bag lunch will be provided.
4. Failure to comply with ISS rules may result in additional ISS time, OSS, and/or administrative meeting.
5. Students placed in ISS may not participate in after-school activities.

Out-of-School Suspension (OSS)

Out-of-school suspension will be used at the discretion of the administration, under the guidelines of The Pupil Fair Dismissal Act. Some possible examples include but are not limited to: fighting, harassment, vandalism, weapon violation, stealing, threats made toward students and/or staff members, smoking, truancy, chemical possession and/or use, insubordination, and/or other inappropriate acts. Student schoolwork assigned during a suspension period must be completed. A parent conference may be required upon the student returning to school.

Bus Transportation

Riding the bus is a privilege given to students, not a right. All school rules and transportation rules are in effect while a student is riding the bus or at the bus stop. Students that ride the school bus before or after school are not permitted to leave the school grounds for any reason after arriving or before departing on the school bus. Specific bus and bus stop rules are listed below. Consequences for not following the rules range from a warning to having transportation privileges taken away. Administration has the discretion to keep students from riding the bus home from the school day, if their behavior prohibits them and/or others from a safe bus ride home.

Bus Behavior - Guidelines and Consequences

Class I Offenses: Spitting, excessive noise, horseplay, distracting behavior, eating or drinking, littering, leaving seat or standing without permission, use of liquid containers, profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material, false identification of oneself, refusal to identify oneself, riding unassigned bus, using unassigned bus stop, opening window past safety line, disobedient to driver or monitor, cell phone use (including videos and photos), other offenses as reported by driver to principal.

Class II Offenses: Hanging out of windows, throwing/shooting of any object, bullying or physical aggression, profanity/threats directed at driver or bus monitor, possession of tobacco or any controlled substance, vandalism to bus (restitution will be made), holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement, lighting of matches or lighters or any flammable object or substance, unauthorized entering or leaving bus through emergency exit or tampering with bus equipment, possession or threat of weapons/explosives/flammables, possession or use of laser pens or pointers, other offenses as reported by the driver to principal. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II, 1st offense. If a student receives a bus suspension and/or loss of service, the student has lost all bus privileges, including but not limited to activity, shuttle, and field trip bus privileges. Students are required to attend school if there is a bus suspension or loss of service.

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

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

Activities

Middle School Activities Philosophy

Middle school students need a variety of activities through which they can experience success in academic, athletic, and fine art arenas. At this level of competition the emphasis is put on participation both during contests and practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Our first goal is to allow students a chance to participate to enhance their fundamental skills; our second goal is to win the contest.

Middle School Activities Mission

Our mission is to support and enhance the learning process for all our students by providing quality programming not typically found in regular course curriculum.

Middle School Activities Goal

Our goal is to provide all students with a variety of quality activities in which to participate. Because we offer a wide variety of activities, it is our intention to have as many students participate in co-curricular activities as possible.

Code Of Conduct

Princeton Schools encourage participation in activities. However, **participation in activities is a privilege, rather than a right.** Students who elect to participate in activities will be expected to exemplify high standards of behavior. Behaviors considered by the

coach, advisor, activities director or principal, to be inappropriate for a representative of Princeton Schools will not be tolerated. Such behaviors, both on and off school property, may result in suspension or removal from any or all activities.

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility (MSHSL Bylaw 206)

The member schools of the Minnesota State High School League (MSHSL) believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in Princeton Middle School's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and 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 and will respect those who are responsible for enforcing these rules.
- Assault on any person will not be condoned by the League 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 this bylaw.

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 the 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.

Chemical Eligibility (MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School league recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual. The misuse and abuse of mood-altering chemicals for some adolescents effects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

Rule: During the school year and all non-school year, regardless of quantity, a student shall not:

- 1) use, buy, sell, have in possession, or give away a beverage containing alcohol;
- 2) use, buy, sell, have in possession, or give away tobacco;
- 3) use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.) 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/or other chemicals.

Penalty for Athletic Activities:

1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

2) Second Violation: After confirmation of a second violation, the student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, of the season in which the student is a participant, whichever is greater. No exception for a student who participates in a treatment program.

3) Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests or four weeks, 28 calendar days, of the season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

- Penalties shall be accumulative beginning with and throughout the student's 7th and 8th grade years.
- A student shall be disqualified from all interscholastic 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.

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites 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. Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited and there may be eligibility consequences as outlined in school district policy.

Academic Eligibility (ISD 477 Policy 597)

Participating in extra-curricular activities is a **privilege** not a **right**. Princeton Middle School follows District #477 policies and MSHSL academic and behavior By-Laws. All 7th & 8th grade students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place periodically throughout each season and/or as needed. Students who have one or more “N’s” will be placed on academic probation. During this time, students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the probation period, students remain academically ineligible, they will be placed on academic suspension and unable to participate in either practices or games until academically successful as approved through the Activities Office. If a 2.0 and/or zero “N’s” is not attained after two weeks of academic suspension, the student may be removed from the roster.

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

Conduct at Extra-Curricular Events

The purposes for extracurricular events are for entertainment, social interaction, and the development of school pride. Students that attend extra-curricular activities are expected to be respectful and follow school rules of conduct for extra-curricular activities. Violators will be subject to removal from the activity and the school, and will face disciplinary action in accordance with established school system policies and procedures.

Frequently Asked Questions

How does a student get a message from a parent?

Parents may call the student message line at 763-389-6757 to leave a message for their child.

How do I use a telephone?

Office telephones may only be used for an emergency with the permission of office staff.

Where should visitors go when they come to the Middle School?

Any person other than Princeton Middle School students, staff, or Board of Education personnel are regarded as visitors and must report to the office for a name badge and to sign in before going anywhere in the building. This badge is to be worn at all times so it is visible to others. Visitors need to check out with the front office. Visitors during the school day who do not receive proper authorization to be in the building will be considered trespassing. The administration reserves the right to deny visitors access to the school during school hours. Because it’s a disruption to the learning process, we do not allow student visitors.

What if I get injured or sick during school?

Receive a pass from your teacher and go to the health office. Students are never to leave school without notifying the office.

If you move to a different address during the school year or your parent(s)/guardian(s) change jobs, and telephone numbers, what should you do?

Report this information to the office secretary.

What if I don’t know my bus route?

Contact the bus company.

What if my locker doesn’t work or I forget my combination?

Ask any teacher for help. Go to your next class and explain the situation. Go to the office when the teacher says you can.

Can I carry my backpack during the school day?

No. Your locker is conveniently located by your math, science, language arts, and social studies classes.

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 (ie school counselor, assistant principal, etc.)

Princeton district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy 413 can be found in its entirety on the district website at www.princeton@isd477.org.)

Chemical Use and Abuse (ISD 477 Policy 417)

Student Use and Distribution of Controlled Substances

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 that 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 inappropriate 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. “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-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.

Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location.
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the students until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, they will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening; assessment; and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Act, Minn. Stat. 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

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 substances.

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 year.

Note: Policy 417 can be found in its entirety on the district website.

Drug-Free Workplace, Drug-Free School (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.

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

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

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

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

Tobacco-Free Environment (ISD 477 Policy 419)

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

Prohibition of Weapons (ISD 477 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. **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 this policy.** "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. 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.

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

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, 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. Policy 501 can be found in its entirety on the district website.

Search of Student Lockers, Desks, Personal Possessions & 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.princeton@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 following reasons shall be sufficient to constitute excused absences:

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

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. Valid excuses for tardiness include those reasons above numbered 1-7 under excused absences. 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.princeton@isd477.org)

Student Discipline (ISD 477 Policy 506)

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 assistant principal. 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 re-admission, and a copy of the Minnesota Fair Dismissal Act.

EXPULSION

1. **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.

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

3. **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.

4. **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.

Note: Policy 506 can be found in its entirety on the district website.

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.

2018-19 Board Meeting & Tentative Committee Schedule

August 7, 2018

August	7 - Public Engagement 7 - Regular Board Meeting 21 - Policy Committee 21 - Work Session
September	4 - Finance Committee 4 - Regular Board Meeting 18 - Policy Committee 18 - Work Session
October	1 - Long Range Planning 2 - Finance Committee 2 - Regular Board Meeting 16 - Wellness Committee 16 - Policy Committee 16 - Work Session
November	6 - Finance Committee 6 - Regular Board Meeting 20 - Policy Committee 20 - Work Session 26 - Community Education Advisory Board
December	18 - Finance Committee 18 - Work Session
January	Option 1 - Jan 2 & Jan 15 Option 2 - Jan 8 & Jan 22 Meeting 1 - Finance Committee Meeting 2 - Policy Committee 21 - Wellness Committee 28 - Community Education Advisory Board
February	4 - Long Range Planning 5 - Finance Committee 5 - Regular Board Meeting 19 - Policy Committee 19 - Work Session
March	4 - Public Engagement 5 - Finance Committee 5 - Regular Board Meeting

	19 - Policy Committee 19 - Work Session 25 - Community Education Advisory Board
April	2 - Finance Committee 2 - Regular Board Meeting 15 - Long Range Planning 16 - Policy Committee 16 - Work Session 16 - Wellness
May	6 - Public Engagement 7 - Finance Committee 7 - Regular Board Meeting 21 - Policy Committee 21 - Work Session 20 - Community Education Advisory Board
June	4 - Finance Committee 4 - Regular Board Meeting 18 - Policy Committee 18 - Work Session

Second Reading of Policies
Summary of Changes
August 7, 2018

Policy 596 Food Allergies & Special Dietary Needs - no changes

Policy 604 Inclusive Education Program - new policy

Policy 625 Acceleration of Students - no changes

Policy 710 Extracurricular Transportation - corrected formatting

Policy 711 Video Recording on School buses - no changes

**PRINCETON PUBLIC SCHOOLS
STUDENTS WITH FOOD ALLERGIES/SPECIAL DIETARY NEEDS**

I. PURPOSE

Princeton Public School District 477 is dedicated to fostering the health, nutrition and well-being of students with food allergies by providing education and a supportive community. For anyone living with chronic health conditions requiring special dietary needs such as food allergies, the teaching and fostering of self-management skills is crucial to optimizing health and social normalcy. The purpose of this policy is to provide guidance to school district staff in these situations.

II. GENERAL STATEMENT OF POLICY

Since schools cannot guarantee a food safe environment, upon request the school district will take measure to minimize the risk of an exposure, as well as educate select employees and volunteers to respond appropriately to life-threatening reactions.

Princeton Public School District 477 will provide a “food allergy aware” environment for a student with a known food allergy, without banning the food product at school. Structural supports and protocols, which establish best practices for child with food allergies, will be followed. This includes instruction and education to improve personal food allergy management skills in the confines of a “food allergy aware” school. In addition, the school will develop an accommodation plan as warranted.

If a student has special dietary needs, the food service department will make dietary substitutions in accordance with applicable provisions of the USDA regulations, when supported by a written statement from a licensed physician.

Cross-Reference: Monticello School District Policy

*Adopted: October 24, 2007
Revised: November 13, 2012
Reviewed: August 7, 2018*

**PRINCETON PUBLIC SCHOOLS
604 -INCLUSIVE EDUCATION PROGRAM**

I. PURPOSE

The purpose of this policy is to inform students, teachers and parents of Princeton Public School's commitment to provide equal educational opportunities to all students attending district schools regardless of their cultural or socio-economic background, gender, or disability. Additionally, Princeton Public Schools affirms the importance of multicultural, gender fair, disability sensitive curriculum and instruction.

II. GENERAL STATEMENT OF POLICY

The school board of Princeton Public Schools is committed to providing equal educational opportunities for all students in the district, regardless of gender, disability, cultural or socio-economic background. Further, the board is committed to delivering an inclusive educational program which encourages understanding and nondiscriminatory treatment of people of all cultures, socio-economic background, gender and disabilities. The superintendent is directed to establish procedures for the implementation of this policy.

III. DEFINITIONS

For the purpose of the policy, the following terms have the meaning given them in this section:

- A. Inclusive education program: one that employs a curriculum that is developed and delivered so that students and staff gain an understanding and appreciation of the cultural diversity of the United States, the historical and contemporary contributions of women and men to society, the historical and contemporary contributions to society by people with disabilities.
- B. Instruction: a teacher-led process, which transforms well-planned curriculum into student learning. Instruction is standards-focused for the purpose of providing meaningful learning experiences that enable all students to master academic content and achieve personal goals.
- C. Curriculum: a written plan including standards, benchmarks, learning progressions, learning goals, success criteria, assessment tasks, instructional resources and strategies, and time allocations for emphasis

and pacing for the content to be taught.

- D. Core Instructional Materials: resources recommended through a district process, approved by the school board, and used by teachers to provide a required common content for students to achieve intended learning.
- E. Supplementary materials: resources determined by teachers and principals, as monitored by the superintendent or designee, which supplement the core materials, and provide for different student needs as required to meet the intended student learning.

IV. REGULATIONS

- A. The district's Inclusive Educational Program must be in compliance with Minnesota's Multicultural, Gender-fair Curriculum Rule 3500.0550, adopted by the State in December 1988 and printed in the State Register May 30, 1989. Renamed Inclusive Educational Program, 1995.

V. EDUCATION PROCESS

- A. In an attempt to reduce and/or eliminate stereotyping, prejudice, and discrimination, the curriculum developed shall promote experiences in multicultural gender-fair activities which prepare students to live productively in a multicultural pluralistic society.
- B. Development of the district's Inclusive Educational Program will occur as part of the district curriculum review process.

Legal Reference: Minnesota Rules Part 3500.0550 Inclusive Education Program

Cross-Reference: Minnetonka School District Policy 604
Policy 603 - Curriculum Development
Policy 606 - Textbooks and Instructional Materials

Adopted: August 7, 2018

PRINCETON PUBLIC SCHOOLS ACCELERATION OF STUDENTS

I. PURPOSE

The School Board recognizes that in certain situations it may be desirable to accelerate the placement of a student in instructional programs appropriate to the student's academic, social, and personal development levels. The Superintendent is directed to develop and maintain a procedure which allows students to be accelerated.

II. GENERAL STATEMENT OF POLICY

Procedures shall be in place for academic acceleration of gifted and talented students in grades K-8. See policy 626: *Credit for Learning*, for applicable policy for students in grades 9-12.

III. DEFINITIONS

Acceleration is the placement of student in an instructional program that is more age and/or academically appropriate.

IV. PROCEDURES

- A. The student may be considered for acceleration only if the following can be demonstrated clearly:
 1. A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.
 2. Intellectual ability two (2) standard deviations above the norm.
 3. Social and emotional maturity.
 4. High degree of persistence.
- B. A request for acceleration should be directed to the principal or gifted/talented teacher. A building acceleration team comprised of the principal, present grade level teacher, previous year teacher, gifted/talented teacher and supervisor, and district psychologist will be convened to review the request; interview the student, parents, and teachers; review test data; and develop a recommendation.
- C. If the team recommends acceleration, the principal will determine the most appropriate timeline for the student to be accelerated. Priority will be given to accelerating students at the beginning of a school year.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)

Cross References: Princeton Policy 104: School District Mission Statement
Princeton Policy 601: School District Curriculum & Instruction Goals
Princeton Policy 613: Graduation Requirements
Princeton Policy 614: School District Testing Plan and Procedure
Princeton Policy 615: Basic Standards and Graduation Required Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation and LEP Students
Princeton Policy 616: School District System Accountability
Princeton Policy 626: Credit for Learning

*Adopted: March 22, 2011
Reviewed: April 19, 2016
Reviewed: August 7, 2018*

**PRINCETON PUBLIC SCHOOLS
POLICY 710-EXTRACURRICULAR TRANSPORTATION**

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance. In a nonemergency

situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: August 28, 2001
Revised: April 22, 2008
Revised: March 9, 2009
Revised: November 18, 2014

Reviewed: April 19, 2016
Reviewed: October 18, 2016
Reviewed: August 7, 2018

**PRINCETON PUBLIC SCHOOLS
POLICY 711-VIDEO RECORDING ON SCHOOL BUSES**

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus/van is a significant factor in the safety and efficiency of school transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that videotaping student passengers and employees on the school vehicles will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus videotaping system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. The school district will begin to equip each and every school bus owned, leased, contracted and/or operated by the school district with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.
2. A video camera will not necessarily be installed in each and every school vehicle owned, leased, contracted and/or operated by the school district, but cameras may be rotated from vehicle to vehicle without prior notice to students.
3. Video cameras will be placed on a particular school vehicle, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Videotape

1. A videotape of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee, arising out of the student's or employee's conduct on the vehicle.
2. A videotape will be released to the public only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated there under.
3. Videotapes will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A videotape will be retained by the school district for a period of six (6) weeks, or until the conclusion of disciplinary proceedings in which the video tape is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.585 (Notice of Recording Device)
 Minn. Rules Parts 1205.0100-1205.2000
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

MSBA Service Manual, Chapter 2, Transportation

Adopted: March 13, 2007

Revised: April 19, 2016

Revised: October 18, 2016

Reviewed: August 7, 2018