

Princeton Public Schools - ISD 477
Tuesday, May 7, 2019 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. PROCEDURAL ITEMS

- 2. Call to Order and Pledge of Allegiance
- 3. District Art Presentation
- 4. Roll Call

5. REPORTS

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

6. APPROVE AGENDA

7. DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

8. CONSENT AGENDA

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

- a. Personnel 6
- b. Gifts 8
- c. Grants 11
- d. Siewert Return to Work Agreement 12

9. INFORMATION

- a. First Reading of Policies
 - Summary of Changes 16
 - 422 - Policies Incorporated by Reference 17
 - 423 - Employee-Student Relationships 18
 - 424 - License Status 21
 - 450 - Respectful Workplace 23

495 - Teacher Strike Plan	25
497 - Picketing	35
499 - Employee Recognition Compensation	36
502 - Search of Student Lockers	37
503 - Student Attendance	41
509 - Enrollment of Nonresident Students	50
510 - Activities Program	55
524 - Internet Acceptable Use and Safety	57
714 - Fund Balance	68
10. ACTION	
a. 2019-2020 Food Service Meal Rates	72
I make a motion to approve the recommended 2019-20 food service meal prices increase of \$0.05 for lunch as proposed.	
11. ADDITIONS TO AGENDA	
12. FUTURE MEETING(s) INFORMATION	
School Board Scholar Banquet- May 8, 6:30pm	
Executive Planning- May 15, 4:15pm	
Policy Committee- May 21, 5:00pm	
Board Work Session- May 21, 6:00pm	
13. MOTION TO CLOSE BOARD MEETING FOR PERSONNEL DISCUSSION	
Pursuant to Minnesota Statutes Section 13D.05, Subdivision 2(b), I move to close the meeting for personnel discussion.	
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 **16th day of April, at 6:00 p.m.** in the District Center Board Room.

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

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

Winter Commendations Commendation certificates were presented to students in wrestling, boys basketball, boys swim/dive, speech, History Day, and bowling.

REPORTS

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

Howard Vaillancourt	Policy Committee
Eric Strandberg	None
Jim Tomsy	Policy Committee
Eric Minks	Executive Planning
Deb Ulm	Chamber of Commerce Lunch; Wellness Committee
Chad Young	Executive Planning
Sue VanHooser	Chamber of Commerce Lunch; SEE Executive Committee; SEE General Meeting.

Superintendent Report High School redesign is under development and one goal is to create more partnerships with community businesses.

APPROVE AGENDA

Motion made by Deb Ulm, seconded by Howard Vaillancourt, **to approve the agenda with addition.** Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Chad Young seconded by Jim Tomsy, **to approve the April 2nd, regular meeting minutes.** Motion passed unanimously.

CONSENT AGENDA

Motion made by Deb Ulm, seconded by Howard Vaillancourt **to approve the consent agenda as presented.** Personnel, Bills, Treasurer's Report, Wire Transfers, Gifts. Motion passed unanimously.

ACTION

Pool Restoration Bid

Motion to accept Horizon Commercial Pool Supply's bid for the High School Pool Restoration as presented was made by Eric Strandberg, seconded by Chad Young. Upon roll call the following voted in favor: Sue VanHooser, Chad Young, Deb Ulm, Eric Minks, Jim Tomsy, Eric Strandberg, and Howard Vaillancourt. Motion passed unanimously.

Discussion: Confirmed the number of bids presented versus previous pool bids, and there was indeed only one bid for the pool restoration.

Second Reading of Policies

Motion to accept the second reading of policies 403, 404, 405, 407, 408, 409, 412, 419, 421, 613 and 620 as presented was made by Howard Vaillancourt, seconded by Jim Tomsy. Motion passed unanimously.

WORK SESSION

The board started their Work Session at 6:27 p.m. The topics for discussion were:

- Hiring Process Update
- Take the #PrincetonTigerPledge
- Snow Relief Bill
- Unassigned Budget Adjustments
- Restricted Budgets
- Assigned Budgets
- Food Service Meal Rates

ADDITIONS TO AGENDA- None

FUTURE MEETINGS INFORMATION

Long Range Planning- Apr 29, 4:00pm
Executive Planning- May 1 4:15pm
Public Engagement- May 6, 4:00pm
Finance Committee- Apr 2, 4:30pm
Regular Board Meeting- Apr 2, 6:00pm
School Board Scholar Banquet- May 8, 6:30pm

ADJOURN

The work session was adjourned at 7:51 p.m.

Chair Eric Minks

Clerk Sue VanHooser

Recorder- Emily McKinnon

5.7.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Jerome	Dayna	IS	4th Grade Spanish Immersion	PEA		8.26.19	\$42,088.00
New Hire	Becker	Tia	IS	4th Grade Spanish Immersion	PEA		8.26.19	\$39,477.00
New Hire	Kiekhafer	Kyla	PS	Tiger Club Para	Community Ed		2.25.19	\$16.33 / hr
New Hire	Peterson	Heather	HS	Science Teacher	PEA	Miranda Forgey / Emily Fitzsimmons	8.19.19	\$53,113.00
New Hire	Freberg	Joseph	IS	SPED Teacher	PEA	Carlee Stenslie	8.19.19	\$39,477.00
New Hire	Geving	Joyce	MS	SPED Teacher	PEA		8.20.19	\$60,676.00
New Hire	Cook	Kassidy	HS	Math Teacher	PEA	Alyssa Solberg	7.1.19	\$51,845.00
New Hire	Zdrazil	Matt	HS	Football Booster Club	Activities (Booster Donation)		8.12.19	TBD

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Strandberg	Eric	HS	Boys Basketball Coach	Activities		4.14.19	
Resignation	Murray	Denise	IS	Food Server	Food Service		4.26.19	
Resignation	Solberg	Alyssa	HS	Math Teacher	PEA		6.10.19	
Resignation	Solberg	Alyssa	HS	Asst. Track Coach	Activities		6.10.19	
Resignation	Solberg	Alyssa	HS	Math League Coach	Activities		6.10.19	
Retiring	Kline-Smith	Robin	PS	Lunch Server	Food Service		5.30.19	
Retiring	Greenwood	Dianne	IS	3rd Grade Teacher	PEA		7.1.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Deziel	Jennifer	PS	2nd Grade Teacher	PEA		4.11.19 - 5-10-19	
LOA	Sikkink	Jill	IS	4th Grade Teacher	PEA		4.30.19-5.13.19	
Intermittent LOA	Knight	Cherryl	MS	SPED Para	Paras		4.15.19-4.15.20	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Hasser	Kelsie	FC	ECSE Teacher	PEA	Michelle Peterson	7.1.19	
Change in Assignment	Magnuson	Ashley	HS	1.2 FACS Teacher	PEA	Charissa Larson	8.19.19-12.13.19	
Change in Assignment	Julson	Sarah	PS	K-2 Literacy Coach	PEA		8.26.19	
Change in Assignment	Beckers	Jeff	PS	Behavior ADSIS	PEA		8.26.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Hammers	Ryan	HS	Asst Clay Target Coach	Activities		6.17.19	\$3,007.00
Extra Duty	Ruzek	Chad	HS	Asst Varsity Football Coach	Activities		8.12.19	\$3,866.00
Extra Duty	Cook	Kassidy	HS	Asst Varsity Football Coach	Activities	Bob Freeh	8.12.19	\$3,631.00
Extra Duty	Valdivieso	Pedro	HS	Football Booster Club	Activities (Booster Donation)		8.12.19	TBD
Extra Duty	Walquist	Scott	HS	Football Booster Club	Activities (Booster Donation)		8.12.19	TBD

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: Friends of Sherburne NWR, Inc

Description of gift: \$500

Pre-Condition, Condition, or Limitation on use:

Must be used to pay for busing students to The Refuge for outdoor education.

How this gift specifically relates to the program or school:

It enables us to take students to The Refuge when we would otherwise be unable to afford the busing.

This gift meets all requirements of Policy 706

Accepted Not Accepted [Signature] Staff Name _____
Principal or Director Date: 4/26/19

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: October 29, 2013

PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

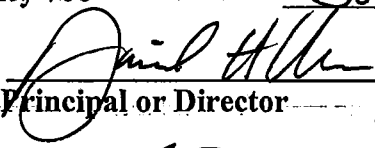
Donor name: Minnesota Department of Natural Resources

Description of gift: Princeton Middle School 3-D Archery
in the school's grant (matching grant - paid for
by DNR and Whitcomb Archery)

Pre-Condition, Condition, or Limitation on use:
Limitation use for 3-D archery will
be used for PMS PE classes and Princeton
School District Archery teams.

How this gift specifically relates to the program or school: This archery equipment
will be used for the middle school archery
unit. This equipment will bring another aspect
to archery to keep the interests of students.

This gift meets all requirements of Policy 706 Sandy Slinde
Staff Name

Accepted Not Accepted  Date: 4/11/19
Principal or Director

Accepted Not Accepted  Date: 4/15/19
Superintendent

Accepted Not Accepted _____ Date: _____
School Board Chairperson

Code Assigned: _____ Program Name _____

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

Board Approval

Revised: October 29, 2013



PRINCETON PUBLIC SCHOOLS
ACCEPTANCE OF GIFTS FORM

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

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

Donor name: Wal-Mart

Description of gift: \$50 gift card

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

How this gift specifically relates to the program or school: will be used to purchase healthy snacks for distribution at Early Childhood Fair

This gift meets all requirements of Policy 706 Amy Dierks
Staff Name

Accepted Not Accepted [Signature] Date: 5.1.19
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: October 18, 2016

5.7.19

Should we be awarded the following grants, the Board authorizes acceptance of funds.

Date Submitted	Grant Name	School	Applicant	Approx Funds
4.25.19	Partners in Healthy Living Mini-Grant	MS	Deanna Cooley	\$490.00
4.25.19	Partners in Healthy Living Mini-Grant	HS	Deanna Cooley	\$980.00
4.25.19	Partners in Healthy Living Mini-Grant	PS	Deanna Cooley	\$950.00
4.25.19	Partners in Healthy Living Mini-Grant	IS	Deanna Cooley	\$950.00

RETURN TO WORK AGREEMENT

This Return to Work Agreement ("Agreement") is entered into by and between Independent School District No. 477 (Princeton Public Schools), Ellen Siewert, and the Princeton Education Association.

WHEREAS, the Association and the District are parties to a collective bargaining agreement ("CBA") governing the negotiated terms and conditions of employment for Teachers who are employed by the District;

WHEREAS, Siewert, is a licensed teacher who retired from employment with a Minnesota school district effective April 11, 2018; and

WHEREAS, the District would like to rehire Siewert to work as a teacher during the 2019-2020 school year under a return to work agreement with terms and conditions that differ from the negotiated terms and conditions of employment in the CBA;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement, including the relinquishment of certain legal rights and other valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Term.** The term of this Agreement begins on July 1, 2019 and ends on June 30, 2020. During the term of this Agreement, the District may terminate Siewert's probationary employment for cause, effective immediately, in accordance with Minnesota Statutes section 122A.40, subdivision 5.
2. **Employment.** Unless early termination occurs pursuant to Minnesota Statutes section 122A.40, subdivision 5, the District will employ Siewert as a teacher during the 2019-2020 school year. Siewert will work the equivalent of 0.13 FTE (2 sections total) during the 2019-2020 school year, based on a schedule determined by the District. The teaching position has exempt status under the Fair Labor Standards Act. As a result, additional hours worked beyond a forty-hour workweek will not result in overtime pay. Regular and prompt attendance is an essential function of the job.
3. **No Continuing Contract Rights.** In accordance with *Thomas v. Independent School District No. 2142*, 639 N.W.2d 619 (Minn. App. 2002), the parties agree that Siewert is in a probationary period of employment and that she does not have, and will not acquire, any continuing contract rights with the District during the 2019-2020 school year. To the extent that any person asserts or may assert that Siewert now has or will acquire a continuing contract during the 2019-2020 school year, Siewert knowingly and voluntarily waives any and all real or purported rights under the Continuing Contract Law, Minnesota Statutes section 122A.40, including, but not limited to, any real or purported right to assert that she has a continuing contract, any real or purported right to bump into another position, and any real or purported right to assert that the District is obligated to re-employ her after the conclusion of the 2019-2020 school year.
4. **Waiver of Right to File Grievance.** Siewert and the Association hereby waive any right they may have, either individually or collectively, to file a grievance, request a hearing, or pursue any other action against the District regarding the terms of this Agreement, except that either the Association or Siewert may file a grievance to enforce the terms of this Agreement.
5. **Agreement Applies in Lieu of CBA.** Although Siewert is a member of the teachers' bargaining unit, this Agreement will exclusively govern the terms and conditions of Siewert's employment during the 2019-2020 school year. Accordingly, Siewert will not receive any pay or benefits

described in the CBA. In addition, Siewert does not maintain and will not acquire any seniority under the CBA.

6. **Salary.** During the 2019-2020 school year, Siewert's gross annual salary will be a total of \$8,298.42, less applicable withholdings and deductions. (BA+20, Step 30 \$63,834.00 at .13 FTE is a total of \$8,298.42)
7. **Health Insurance.** During the 2019-2020 school year, the District will contribute \$605.00 per month toward the cost of a single premium. Siewert will be responsible for any difference in the monthly premium.
8. **Paid Sick Leave.** Siewert will carry over up to 13 accumulated sick days from her prior employment with Princeton Public Schools. Siewert will be credited 1.9 hours of sick time per month over 9 months. Siewert is not entitled to any compensation for any unused days of sick leave.
9. **No Further Claim to Compensation or Benefits.** This Agreement fully and completely satisfies all obligations between Siewert, the District, and the Association that arise out of or relate to Siewert's employment with the District during the 2019-2020 school year. Siewert has no claim to any compensation, benefits, or payments of any nature whatsoever except as expressly stated in this Agreement.
10. **No TRA Contributions.** Siewert has notified the District that she qualifies for full retirement benefits through the Teachers Retirement Association ("TRA") and that neither she nor the District is obligated to pay TRA a percentage of the wages she earns from the District while this Agreement is in effect. Accordingly, while this Agreement is in effect, the District will not pay a percentage of Siewert's salary to TRA, and the District will not withhold or otherwise deduct the ordinary employee contribution from Siewert's salary.
11. **No Representations Regarding TRA or Other Retirement Benefits.** The parties acknowledge that Siewert is solely responsible for determining the impact, if any, that this Agreement and her employment will have on her TRA benefits. The parties understand and agree that any issues regarding allowable service credit toward annuities and other benefits, or any other issues relating to any benefits that Siewert may expect to receive from TRA, are strictly between Siewert and TRA. Although this Agreement is intended to serve as a return to work agreement under Minnesota Statutes section 354.444, the District makes no representations, promises, or guarantees regarding the application of TRA laws or the impact of this Agreement on Siewert's eligibility for TRA benefits, the amount of retirement or other benefits that Siewert may receive from TRA, or any rights Siewert might have. The parties agree that the District is not responsible, and may not be held liable to Siewert, for any issues related to TRA. Siewert hereby releases, indemnifies, and holds the District harmless as to any disputes, claims, or any other matters arising out of or relating to TRA benefits or payments.

12. **Voluntary Agreement.** Siewert acknowledges and agrees that no person has exerted any pressure on her or attempted to unduly influence her to sign this Agreement or to waive any rights. Siewert is voluntarily choosing to enter into this Agreement because of the benefits it provides.
13. **No Precedent or Past Practice.** Nothing in this Agreement shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to CBA. This Agreement does not alter the application of the CBA to any employee other than Siewert.
14. **Equal Drafting.** In the event that any party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.
15. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to Siewert's employment during the 2019-2020 school year. This Agreement supersedes and replaces the CBA, any handbook provisions, and any individual contracts that would apply to Siewert's employment in the absence of this Agreement. No party has relied upon any statements or promises that are not set forth in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by all parties.

By signing below, each party specifically acknowledges that it fully understands the terms of this Agreement; that it has voluntarily made a choice to enter into this Agreement; and that it is legally bound by the terms of this Agreement.

I have subscribed my signature
this 1st day of May, 2019.

Ellen Siewert

Ellen Siewert

I have subscribed my signature
this ___ day of _____, 2019.

School Board Chair

I have subscribed my signature
this ___ day of _____, 2019.

Association President

I have subscribed my signature
this ___ day of _____, 2019.

School Board Clerk

First Reading of Policies Summary of Changes

- 422 - Policies Incorporated by Reference
 - No changes
- 423 - Employee-Student Relationships
 - MSBA changes
- 424 - License Status
 - MSBA changes
- 450 - Respectful Workplace
 - No changes
- 495 - Teacher Strike Plan
 - No changes
 - Reformatted Procedures
- 497 - Picketing
 - No changes
- 499 - Employee Recognition Compensation
 - Added “gift cards” to unacceptable gifts
- 502 - Search of Student Lockers
 - No changes
- 503 - Student Attendance
 - No changes
- 509 - Enrollment of Nonresident Students
 - MSBA changes
- 510 - Activities Program
 - No changes
- 524 - Internet Acceptable Use and Safety
 - Changes proposed by Tech Department
 - Added procedures
- 714 - Fund Balance
 - No changes to policy
 - Attached Fund Balance Calculation procedure

**PRINCETON PUBLIC SCHOOLS
POLICY 422-POLICIES INCORPORATED BY REFERENCE**

I. PURPOSE

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

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

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

Adopted: August 5, 2014
Reviewed: May 19, 2015
Revised: April 16, 2017
Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOL
POLICY 423 - EMPLOYEE-STUDENT RELATIONSHIPS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the [Minnesota Professional Educator Licensing and Standards Board](#) ~~Board of Teaching~~ or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to

Professional Educator Licensing and Standards Board or Board of School Administrators ~~Minnesota Board of Teaching~~

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

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

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

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

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

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

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

Adopted: May 27, 2003

Revised: November 23, 2010

Reviewed: April 16, 2017

Revised: May 21, 2019

PRINCETON PUBLIC SCHOOLS POLICY 424-LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until ~~the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law. that person has filed for record with the superintendent of the school district a license, or a copy thereof, authorizing that person to teach school in the school district and perform the particular service for which the teacher is employed by the school district.~~
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

Legal References: Minn. Stat. §122A.16 (~~Highly~~-Qualified Teacher Defined)
Minn. Stat. §122A.22 (District Verification of Teacher Licenses)
Minn. Stat. §122A.40, Subd. 13 (Employment; Contracts; Termination-Immediate Discharge)
Minn. Stat. §127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn.App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn.App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. Ver Ploeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)

Adopted: May 27, 2003

Reviewed: May 15, 2015

Revised: April 16, 2017

Revised: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY-450 RESPECTFUL WORKPLACE**

I. PURPOSE

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

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

II. DEFINITIONS

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

III. PROCESS TO FILE A COMPLAINT

- A. School personnel may report concerns or complaints pursuant to the school district. While written reports are encouraged, a complaint may be made verbally. For school personnel other than School Board members, the complaint should be made to a supervisor, administrator, or human resources representative. Any school personnel receiving a complaint shall advise the immediate supervisor, the district's human resources representative, or the Superintendent of the complaint.
- B. In the case of a concern or complaint against a School Board member, the oral or written report should be made to the School Board Chairperson, either by the complaining party, or if the complaint is made to a supervisor or administrator, the School Board Chairperson shall be advised of the complaint.

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

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

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

Adopted: June 8, 2010
Reviewed: August 18, 2015
Revised: April 16, 2017
Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 495-DISTRICT POLICIES DURING A STRIKE**

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

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

necessary to procure required licenses for individuals employed by the district during the period of the strike. Substitute employees will be paid at the rates established by the school board. The administration shall take such actions as may be practicable to give training and supervision to employees working in new areas or in unfamiliar positions. The superintendent shall have authority to notify nonstriking employees of layoff subject to the needs of the school district.

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

leave during the strike only if appropriate acceptable medical evidence of the illness or injury is provided upon request.

- g) An employee in the striking unit who reports for work and later claims to have become sick will be considered eligible for sick leave or disability leave only if acceptable medical evidence clearly substantiates the illness claimed.
 - h) An employee in the striking unit who does not report to work after the start of the strike and who later claims to have been sick or injured will not be granted sick or disability leave during the duration of the strike.
 - i) No other leaves of absence, with or without pay, will be granted to striking employees during a strike.
 - j) An employee in the striking unit who is on a leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the school board.
 - k) An employee in the striking unit who reports to work during the strike may have a leave of absence granted at the discretion of the board.
 - l) There shall be no credit or service credit granted for any benefit or fringe benefit accrual purposes during the period of a strike to any employee participating in a strike action.
 - m) Any school district employee who takes part in a strike shall return all district equipment prior to his or her going on strike. The district will discipline employees who fail to return such materials.
 - n) Any employee organization or group of employees involved in a strike against the district will not be permitted to use school facilities.
- 6) Unless otherwise provided by law or an applicable continuing collective bargaining agreement, the following principles will be consistently applied to all nonstriking employees during a period when a strike is taking place:
- a) All paid leaves of absence previously granted or underway at the time of the strike may be continued at the discretion of the school district. Future granting of paid leaves of absence during a strike will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.
 - b) An employee who is on an unpaid leave of absence prior to the effective date of the strike may have his or her leave continued at the discretion of the board. Future requests for unpaid leave will be decided on a case by case basis by the board in accordance with the needs of the district during the strike. Satisfactory evidence of entitlement for the leave may be required.

- c) Sick and disability leave may be granted during the strike; however, the nonstriking employee will be required to furnish acceptable medical evidence substantiating the illness or injury.
 - d) The superintendent, members of the administration and the various principals may assign nonstriking employees to perform other than their usual duties during the period of a strike. Any employee assigned to perform work appropriate to a higher class shall be paid for such work performed at the compensation rate for that higher class.
 - e) The administration may require nonstriking employees to work in excess of the normal work week as a result of any strike action. Overtime will be paid in accordance with the applicable collective bargaining agreement or to the individuals designated in and pursuant to school board policy.
 - f) Unless a nonstriking worker is on an authorized leave, is laid off or is ordered to the contrary, that worker shall be required to report to work on each duty day during the period of a strike.
 - g) All vacation leaves currently underway or previously granted may be cancelled at the discretion of the school board during the duration of a strike. The board will base its decisions on the staffing needs of the district and on the underlying facts and extenuating circumstances in each individual situation.
 - h) If a nonstriking employee is laid off during the period of a strike, the district will continue contributions to any individual or family group insurance coverage or any other fringe benefits except as otherwise required by law or contract. The district will provide notice to employees who are laid off on how this provision may apply to them and reserves the right to discontinue insurance contributions in the event of a prolonged layoff or strike.
- 7) An employee participating in a legal strike shall be allowed to take part in any extra-curricular or co-curricular duty assignments during the duration of the strike whether on a part-time, fully paid or volunteer basis. All community education programs and services shall continue.
- 8) A nonstriking employee, an agent of the school board employed to provide professional services, or a member of the school board who incurs property damage which is causally related to strike activities shall be reimbursed by the school district, provided that the damage, at the time of the alleged incident, is not otherwise covered by insurance and the employee, agent or board member has taken reasonable precautions under the circumstances to prevent such damage.

- 9) The administration shall take such actions as it may deem necessary to inform all employees of the district of the provisions of this policy.
- 10) The board shall not schedule any additional time or days of school to make up any time lost during the strike by the school district employees.

Cross References: 400A Teacher Strike Plan

Adopted: January 12, 2010
Renumbered: January 26, 2010
Revised: April 16, 2017
Reviewed: May 21, 2019



Procedures Title: 495 - TEACHER STRIKE PLAN

Introduction: District and operational guidelines in the instance of a teacher strike.

Policy Context: Policy 495 is the current board approved policy related to the rights to action related to collective bargaining negotiations.

Procedures:

I. GENERAL GUIDELINES

A. Employee Rights and Obligations

1. The legal right of teacher bargaining unit personnel to strike will be respected.
2. The legal right of teacher bargaining unit personnel to report to work during a strike will also be respected and supported.
3. All other employees except teachers in the bargaining unit have the legal obligation to report to work during a strike. The district will expect and enforce the report-to-work obligation of all employees. Schedules may be modified at any time during the strike.

B. Operating District Programs During a Teacher Strike

1. Under the conditions of a teacher strike, the district will not open K-12 schools for regular classes. The decision to keep schools closed will continue to be reviewed and assessed throughout the term of the strike.
2. Under conditions of a teacher strike, extra-curricular activities may be allowed to
 - a) The district will offer to allow striking and nonstriking teachers the option of continuing to supervise extra-curricular activities.
 - b) Activities will be discontinued if a qualified head coach / supervisor is not available.
3. Operational decisions relative to such other programs as Community Education will be at the option of the appropriate director.

C. Emergency Authority of the Superintendent

1. It is recognized that under threat of strike or under actual strike conditions, emergency decisions may need to be made on behalf of the

district. The school board, by official action, will grant to the superintendent emergency authority to act on behalf of the board.

2. The authority action will include the stipulation that to the extent possible, the superintendent will confer with the board president prior to emergency action which is in the purview of the board. All action will be communicated to the board and also appropriate post-confirmation will be requested.

D. Schedule of Make-Up for Loss of Time Due to a Strike

1. There will be no make-up for loss of time due to the strike.
2. The district will review the possibility of providing support programs to be made available to students during a strike.
3. The administrators will also prepare plans for modifying the instructional program to maximize academic instruction within an abbreviated school year.
4. The Director of Teaching and Learning will coordinate with the Minnesota Personnel Licensing and Placement Department to assist substitutes in attaining proper licensure when necessary.

E. Wages and Benefits During a Strike

1. Benefits and wages will continue for all reporting teachers.
2. Striking personnel will forfeit all wages and benefits for each day of the strike, effective the first day of the strike.
3. Striking personnel will be provided the option of purchasing continued insurance coverage subject to payment of the total insurance premium costs paid on the date as prescribed by the district. Payments will continue to be due on a monthly
4. Annual sick leave and other benefits will be reduced on a pro-rate basis as determined by the total days of nonreporting of each striking teacher.

F. Status of Other Employees During a Teacher Strike

1. All other employees except teachers under the bargaining unit will be expected to report to work. Any employee who does not report will be subject to the full penalty of the law.
2. Wages and benefits will continue for nonstriking employees who are required to
3. Administrators should plan for functions to be performed by nonstriking employees during the strike, including work assignments, inservice, etc.

G. Conduct of Striking Employees

1. Striking employees will not be permitted on school property or in school facilities with the following exceptions:
 - a) Any official or agent of the union who needs to enter any school premises to conduct official business must have the prior approval of the superintendent or designee. The terms of entrance will be established on each individual case.

- b) Individual striking teachers who have public business at a public function held in school facilities will have access. This will be closely monitored. If problems develop, a limitation on conducting public functions may need to be considered.
 - 2. Striking Teachers Have a Right to Picket
 - a) Picketing will be orderly and limited to general public areas exclusive of school property.
 - b) Picketers may not block access to the buildings.
 - c) Any act which threatens the safety of those crossing lines will be subject to police and district action.
 - 3. Legal Responsibility When Driving Through a Picket Line
 - a) A moving vehicle entering a driveway with picketers moving must come to a complete stop and exercise caution before proceeding through the driveway.
- H. After Notice of Intent to Strike and Prior to the First Possible Date of Strike
 - 1. A meeting will be held with representation of all nonstriking unions and nonstriking employee groups. The representatives will be informed of the district's expectations of all employees during a strike.
 - 2. A meeting will be held with representation of the striking union to outline the district's expectation relative to conduct of the union and striking employees during a strike; position of the district relative to make-up time; position of the district relative to insurance and benefits; and to express the intent of the district to respect the right of employees within the striking bargaining unit to engage in strike as well as a right of bargaining unit employees to report during a strike.
 - 3. Public statements at board meetings and news media releases will be utilized to the fullest extent for factual reporting of the district's position.
- I. Recognizing that working parents of elementary age children may have special problems of supervision created by a prolonged school closing due to a strike, the district may expand the community S.A.C.C. Tiger Club program for elementary aged children.

II. OPERATIONAL GUIDELINES

- A. The operations network will serve to coordinate communication and facilitate actions as necessary under strike conditions.
 - 1. Compiling strike reports from buildings twice daily.
 - 2. Serving as "hotline" for items needing awareness / action
 - 3. Monitoring all daily strike activities.
 - 4. Gathering and analyzing special data as needed.
 - 5. Serving as "rumor control."
 - 6. Provide daily public and media releases.
- B. Operations
 - 1. Superintendent – 389-6190

2. Director of Business Services – 389-6183
3. Human Resources Coordinator – 389-6181
4. Director of Teaching and Learning – 389-7278
 - a) PHS Principal – 389-6010
 - b) PMS Principal – 389-6750
 - c) North Principal - 389-6802
 - d) South Principal – 389-6902
 - e) Community Education Director – 389-6199

C. Building Plans

1. Serve as primary building information source and manager of programs regarding:
 - a) General Communications
 - b) Routine Daily Reports
 - c) Critical Issues as Necessary
2. If the district has advance notice of the strike, procedures will be followed to assess the strike with employees but without involving students. Parents and students will be informed that schools are closed during the strike during regular school hours.
3. In the event that a strike occurs without a sufficient advance notice, principals will need to prepare a building plan for dealing with students without teacher supervision
 - a) If students are to be returned home, transportation will need to be alerted.
 - b) If students are to remain in school, supervised activities will need to be planned.

D. Daily Operations

1. Daily Strike Report
 - a) Principals will be responsible for telephoning the Building Contact Person daily for strike report information. Target time: 8:15 a.m. and 1:45 p.m. daily.
 - b) Principals will complete daily strike reports for each location and forward to the district office.
 - c) The Superintendent’s Secretary will compile daily fact sheets and deliver to the superintendent for appropriate distribution.
2. Public Releases

The Superintendent’s Office will write public release statements, using appropriate information. These will be made available to the public in the Superintendent’s Office.
3. Director of Business Services

The Director of Business Services shall receive the daily strike report and:

 - a) Provide for proper wage and benefits for reporting teacher.
 - b) Follow-up on absences of nonstriking employees.

- c) Provide for temporary help as needed.
- d) Security

Discretionary judgment should be used by building administration in security matter problems.

- e) Routine Security Incidents: take appropriate action and report to the superintendent.
 - f) Security Alert: Human Resources Coordinator at 389-6181.
 - g) Emergency Alert: Contact appropriate support body directly (police, fire). Telephone report to Human Resources Coordinator at 389-6181.
4. Strike and Negotiations Information

Information on negotiations and strike proceedings for board and administration will be available in the Office of the Superintendent.

Cross Reference: 400 District Policies and Procedures During a Strike

Adopted: January 12, 2010
Renumbered: January 26, 2010
Reviewed: August 18, 2015
Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 497-SCHOOL DISTRICT POLICY ON PICKETING**

I. Purpose

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

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

Adopted: January 2, 1992

Revised: August 11, 1998

Revised (Renumbered): May 22, 2007

Revised: January 12, 2010

Reviewed: August 18, 2015

Reviewed: March 21, 2017

Reviewed: May 21, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 499 - EMPLOYEE RECOGNITION / COMPENSATION

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

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

Adopted: January 13, 2004
Revised: July 7, 2015
Reviewed: March 21, 2017
Revised: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 502-SEARCH OF STUDENT LOCKERS,
DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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

III. DEFINITIONS

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

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will

uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

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

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

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

Cross References: Princeton Public Schools Policy 417 (Chemical Use/Abuse)
Princeton Public Schools Policy 418 (Drug-Free Workplace / Drug-Free School)
Princeton Public Schools Policy 501 (School Weapons)
Princeton Public Schools Policy 506 (Student Discipline)

Adopted: December 17, 2002

Revised: August 4, 2015

Reviewed: March 21, 2017

Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 503-STUDENT ATTENDANCE**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any

student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

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

B. Attendance Procedures

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

1. Excused Absences

- a) To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a

physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b) The following reasons shall be sufficient to constitute excused absences:

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

c) Consequences of Excused Absences

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

2. Unexcused Absences

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

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

b) Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not

be counted in a student's total cumulated unexcused absences.

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

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness

- a) Students tardy at the start of school must report to the school office for an admission slip.
- b) Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a) Illness.
- b) Serious illness in the student's immediate family.
- c) A death or funeral in the student's immediate family or of a close friend or relative.
- d) Medical, dental, orthodontic, or mental health treatment.
- e) Court appearances occasioned by family or personal action.
- f) Physical emergency conditions such as fire, flood, storm, etc.
- g) Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

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

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

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

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school

days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988) Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984) Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: Princeton Policy 506 (Student Discipline)

Adopted: March 22, 2005
Revised: December 20, 2011

Reviewed: January 20, 2015

Revised: March 21, 2017

Reviewed: May 21, 2019

**PRINCETON PUBLIC SCHOOLS
POLICY 509-ENROLLMENT OF NONRESIDENT STUDENTS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

1. possessing a dangerous weapon, including a weapon, device, Instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
 3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."~~(that enrollment form follows this policy).~~
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. ~~The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where: Siblings of currently enrolled students,~~

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

1. The student's resident district does not operate a school building;
2. The municipality is located partially or fully within the boundaries of at least five school districts;
3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. No other nonresident, independent, special, or common school district operates a school building within the municipality.

F. Exclusion.

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.
3. Termination of Enrollment.
 - a) The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the

definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

- b) The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
- c) A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district

without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

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

Cross References: Princeton Policy 506 (Student Discipline)
Princeton Policy 517 (Student Recruiting)
[MSBA Service Manual, Chapter 5, Various Educational Programs](#)

Adopted: October 14, 2003
Revised: June 25, 2013
Revised: June 16, 2015
Revised: March, 21 2017
Revised: September 15, 2017
[Revised: May 21, 2019](#)

**PRINCETON PUBLIC SCHOOLS
POLICY 510 - ACTIVITIES PROGRAM**

I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program. ISD 477 is a member of MSHSL and follows all rules, regulations and bylaws pertaining to interscholastic eligibility.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interest that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior in inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

Legal References: Minn. Stat § 123 B.49 (Cocurricular and Extracurricular Activities)

Cross References: Princeton Public Schools Policy 503 (Student Attendance)
Princeton Public Schools Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 5 Various Educational Programs

Adopted: February 6, 2018

Reviewed: May 21, 2019

PRINCETON PUBLIC SCHOOLS
POLICY 524-RESPONSIBLE USE POLICY
~~INTERNET ACCEPTABLE USE AND SAFETY~~

I. PURPOSE

The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). ~~The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable, responsible and safe use of the Internet and school issued devices including electronic communications.~~

II. GENERAL STATEMENT OF POLICY

- A. In making decisions regarding student and employee access to the school district ~~network, devices and internet computer system and the internet~~ the school district considers ~~our~~ ~~its own stated~~ educational mission, goals, and objectives.
- B. The district's Responsible Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with the Children's Internet Protection Act (CIPA).
- C. As used in this policy, "user" includes anyone using computers, tablets, internet, email, and all other forms of electronic communication or equipment provided by the district (the "network") regardless of the physical location of the user.
- D. Access to the ~~school district network and devices school district computer system and to the Internet~~ enables students and employees to explore ~~the internet~~, thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- E. The school district expects that employees and students will blend thoughtful use of the school district ~~network and devices computer systems and the Internet~~ throughout the curriculum.
- F. The school district ~~uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary.~~

~~Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email. monitors online activities and operates technology protection measures, including filters, that protect against access to unacceptable or harmful material through the school district network.~~

- G. All electronic communications that are sent or received on the school district network are considered property of the school district.
- H. The District will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States.
- I. The district will partner with parents and guardians to guide appropriate use of school-issued devices and internet resources inside and outside of the district. ~~It is ultimately the responsibility of parents and guardians to partner with of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.~~

III. ACCEPTABLE USES

- A. ~~Users are expected to use district internet access through the district network system to further educational and personal goals consistent with the mission of the school district and school policies.~~
- B. The school district will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- C. Use encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- D. Use is related to instructional, administrative and other support activities considered consistent with the mission of the district.
- E. Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. Users will not use the school district system ~~or devices or devices~~ to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
- ~~B. Users will not use information or materials that could cause damage or danger of disruption to the educational process.~~
- ~~B. Information or materials that could cause damage or danger of disruption to the educational process.~~
- C. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- D. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- E. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- F. Users will not use the school district network or devices to post private information about another person, personal contact information about themselves, or other persons, or other personally identifiable information, including but not limited to, addresses, phone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, passwords, labeled photographs, or other information that would make the individual's identify easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- G. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files.
- H. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the

person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school device and will not plagiarize works they find on the internet. :

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

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VII. INTERNET USE AGREEMENT

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

VIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N. W. 2d811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)524-11
Kowalski v. Berkeley Cnty Sch., 652 F.3d 656 (4th Cir. 2011)2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

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

Technology Procedure Manual

Sheninger, E. C. (2017). *Learning Transformed: 8 Keys to Designing Tomorrow's Schools, Today*. ASCD.

LA Unified School District Policy 999.11 (Responsible Use Policy for District Computer and Network Systems)

[Princeton Public Schools 1:1 Technology Procedures](#)

Adopted: February 26, 2002

Adopted: February 22, 2005

Revised: December 8, 2009

Reviewed: March 22, 2011

Revised: March 13, 2012

Revised: September 2, 2014

Revised: September 1, 2015

Revised: April, 18 2017

Revised: May 21, 2019



Procedures for Responsible Use of District Technology and 1:1 Student Devices

Policy Context: Policy 524 is the current board approved policy related to student devices and Responsible Use.

Procedures:

Responsible Use and Digital Citizenship

Parents and students are expected to review the responsible use policy together and create a plan for device guidelines and expectations for when the device is at home.

The district will provide parent information sessions at the beginning of the school year to review digital citizenship expectations, filtering options, social media, and best practices for school and home regarding students and their devices.

The district will provide information on digital safety throughout the school year on the district's facebook page and through other communication channels.

Service and Protection Plans

The district will provide an optional service and protection plan covering repairs and accidental damage. This optional plan does not cover a lost/stolen device or damages caused by misuse and abuse. All repairs on any school device must be completed by a school technician or sent out by the district to an approved service vendor.

Families must choose an insurance option when signing the digital device agreement before a student will be issued their device.

Option 1 - \$30 nonrefundable Annual Service and Protection Plan which covers the cost of repair and accidental damage. **The insurance plan will cover the device for two incidents of accidental damage.** It does not cover lost or stolen devices, chargers, or cases. Family annual maximum is \$60.

Option 2 - Personal Insurance Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damages. Please consult with your insurance agent for details about your personal coverage of the student device and the deductible amount. The deductible may be higher than the cost of the device. Proof of insurance must be attached to this form.

Option 3 - No Insurance (Individual Liability) You agree to pay the full amount for repairs or replacements due to damage, theft and all other losses. A screen replacement is \$70, a replacement Chromebook is \$250, a replacement case is \$55.

Device Distribution

Forms Needed

All parents and students are required to read and sign the Responsible Use Policy Agreement and Service and Protection Plan form before a device will be distributed to the student.

- Forms will be completed online through Skyward.
- A paper copy will be made available by request.
- Students will not receive a device until forms are signed by a parent or guardian in Skyward.
- Extra devices will be set up during Intermediate, Middle school, High School, and Student Services open houses for parents to fill out forms if they are unable to fill out forms at home.

Device Distribution

- Students in grades 3-5 will receive devices from the teacher in the classroom the first week of school. Teachers will have carts of chromebooks in classrooms that will be numbered. Each student will be assigned a numbered device and will be responsible for that device for the school year.
- Students in grade 6 will receive their device and charger on WEB day.
- Students in grades 7-8 will receive their device and charger at open house.
- Students in grade 9 will receive their device and charger on LINK day.
- Students in grades 10-12 will receive their device and charger the first week of school.
- Students attending Princeton ALC or Princeton Online Academy will access devices through the Department of Student Services during the first week of school.
- New students will be able to pick up their device in the media center once their form has been signed in Skyward.

Device Collection

At the conclusion of the school year, students will return their device and charger to be redistributed in the fall.

Students will get the same chromebook back in the fall while they are in the same building. For example a 6th grader will have the same chromebook in 7th and 8th grade but will receive a different chromebook to use for 9th-12th.

Chromebooks will not follow students to new buildings.

- In grades 3-5 teachers will collect chromebooks in the classroom cart. Students will not receive the same chromebook the following school year.
- In grades 6-12 students will return their chromebook and charger on the assigned collection day.

Any damages found or reported when the chromebook is returned will be billed and will need to be paid before student receives their chromebook in the fall.

The full replacement fee of \$250 will be charged for a chromebook that is not returned.

- The district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.
- The replacement cost of \$20 will be charged if the school-issued charger is not returned.

Transferring/Withdrawing Students

Students who transfer out of Princeton Public Schools must turn in their device and charger to the media center or main office by the last day of attendance.

Failure to return the device will result in the full replacement cost being charged and the district will place a lost notification on the device, rendering it unusable. The district may also file a report of stolen property with the Princeton Police Department.

Student Expectations

Students in 6-12 will be given a charger with their device and are expected to bring their device to school fully charged every day. Students will bring their device to every class unless directed differently by their teacher.

Students in 3-5 will charge their devices in classroom carts and keep their devices at school unless given permission by the teacher to bring the device home for instructional purposes.

When devices are transported between school and home, students will keep device protected in backpack or tote. Liquids and food will not be kept in the same area as the device.

For the 2019-2020 school year, most chromebooks will come with a protective clamshell case. These cases are not to be removed by students and can only be removed by district technicians or staff when completing repairs on the device.

If a student does not bring their device to school:

- In the event a student forgets their device, students should call home and have it brought to school.
- If it cannot be brought to school, a limited amount of devices may be available for students to borrow for the day from the media center.
- The media center staff will document the number of times a loaner is issued to each student for not having their device at school, and communicate that information to the building principal.

Device Support and Repairs

Device repairs are to only be completed by district technicians and staff.

Basic chromebook troubleshooting will be taught to students at the beginning of the school year, and posters will be placed in every classroom. Students are expected to do basic troubleshooting first if there is an issue.

- If basic troubleshooting does not help, students in 6-12 will bring the device to the media center for further help or repairs.
- If basic troubleshooting does not help for students in 3-5, their teachers will complete a tech work order to have the device checked by a district technician.
- Loaner devices may be issued to students if their device is being repaired.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned device.
- Students will be contacted when their device is repaired. Students must return the loaner device before receiving the repaired device.

Charging Devices

Students in grades 6-12 will charge their devices at home each evening and bring their device to school each day fully charged.

- Students in grades 3-5 will charge devices at school in classroom carts. Chargers will stay at school, even when devices are sent home. Charged devices can last 1-2 days without a charge.

Chargers **will not** be available for check out from the media center. Teachers may have extra chargers in their classrooms that they will allow students to use at their discretion.

Replacement chargers can be purchased in the media center for \$20 and are not covered by the optional insurance plan.

Device Maintenance

- Devices must remain free of any writing drawing, stickers, or labels (other than labels placed on device by district)
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to devices.
- Devices in cases should not be removed from their case, except for repairs by a district technician or technology staff member.
- Cords and cables can be fragile and must be inserted carefully into the device. Do not wrap cords too tightly as this can cause them to fray.
- Do not stack books or other heavy items on top of devices; this can damage the screen.
- Do not expose device to extreme temperatures or direct sunlight for extended periods of time.

Personalizing Student Device

- Devices are to remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Princeton Public Schools.
- Students may add appropriate music, photos, and videos to their device.

Sound

- Sound must be muted at all times unless permitted by teacher or other staff member.
- Headphones may be used only at teacher discretion.

Printing

- Chromebooks will not be set up for printing at school.
- Students are encouraged to digitally publish and share their work with their teachers and peers when assigned and appropriate.

PRINCETON PUBLIC SCHOOLS
POLICY 714-FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Non-spendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently un-spendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of non-spendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the

school district will follow the approved district plan for each of the areas (Capital, Assigned, Deferred, Health and Safety, Etc.,) If there is no plan the district will strive to spend resources from the fund balances classifications in the following order (First to Last): Restricted, Committed, Assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent or Director of Business Services. Assignments so made shall be reported to the Finance Committee and/or school board on a quarterly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding
[Princeton Public Schools Procedure 714- Fund Balance Calculation](#)

Adopted: May 24, 2011
Revised: November 12, 2013
Revised: May 19, 2015
Reviewed: October 18, 2016
Revised: May 21, 2019



Procedures Title: Committed Fund Balance Calculation

Introduction: This procedure outlines the calculation used by the district for the committed fund balance.

Policy Context: Policy 714 is the current board approved policy related to creating new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

Calculation Procedure:

1. The committed fund balance will be calculated using the Projected Benefit payments calculated in the actuarial study for current year and one year forward. The numbers are on page 8 of the Hildi report for year 19. We will add to that number compensated absences for all the other groups (Secretaries, Custodians, Paras, Food Service, and Administration) which includes severance obligations estimates for 403b, HSA's, and Health Insurance premiums for the following year.

DISTRICT COMPARISONS						
SCHOOL DISTRICT	SITES	2018-2019 LUNCH	2018-2019 BREAKFAST	2018-2019 MILK	2018-2019 ADULT	2018-2019 2nd LUNCH
BECKER	ELEMENTARY	\$2.55	\$1.60	\$0.40	\$3.90	\$3.90
	MIDDLE	\$2.65	\$1.65	\$0.40	\$3.90	\$3.90
	HIGH SCHOOL	\$2.70	\$1.65	\$0.40	\$3.90	\$3.90
BIG LAKE	ELEMENTARY	\$2.90	\$1.60	\$0.50	\$3.75	\$3.75
	SECONDARY	\$3.00	\$1.60	\$0.50	\$3.75	\$3.75
SARTELL	K-4	\$2.75	\$1.35	\$0.50	\$4.05	N/A
	5-8	\$2.90	\$1.35	\$0.50	\$4.05	N/A
	9-12	\$3.00	\$1.35	\$0.50	\$4.05	N/A
SAUK RAPIDS	ELEMENTARY	\$2.55	FREE	\$0.40	\$3.85	\$2.55
	SECONDARY	\$2.80	FREE	\$0.40	\$3.85	\$2.80
PRINCETON	K-5	\$2.45	\$1.50	\$0.40	\$4.00	\$3.10
	6-12	\$2.55	\$1.50	\$0.40	\$4.00	\$3.10
RECOMMENDING	SITES	2019-2020 LUNCH	2018-2019 BREAKFAST	2018-2019 MILK	2018-2019 ADULT	2018-2019 2nd LUNCH
PRINCETON	K-5	\$2.50	\$1.50	\$0.40	\$4.00	\$3.15
PRINCETON	6-12	\$2.60	\$1.50	\$0.40	\$4.00	\$3.15
2018-19 REIMBURSEMENTS						
	FEDERAL LUNCH-Paid	\$0.31				
	FEDERAL REDUCED	\$2.60				
	FEDERAL FREE	\$3.00				
	FEDERAL CERTIFIED-ALL	\$0.06				
	STATE LUNCH-Paid	\$0.125				
	STATE REDUCED	\$0.525				
	STATE FREE	\$0.125				
	FEDERAL BREAKFAST-PAID	\$0.31				
	FEDERAL REDUCED	\$1.49				
	FEDERAL FREE	\$1.79				
	STATE BREAKFAST-PAID	\$0.55				
	STATE REDUCED/FREE	\$0.30				
	STATE BREAKFAST-K	\$1.30				
Note: We will continue to offer universal K breakfast.						
Note: We will continue Summer Food Programs for the summer of 2019. (We have applied for the High School site)						
Note: If MDE raises adult prices above \$4.00 we are required to increase our rates for adults.						