

Princeton Public Schools - ISD 477  
Tuesday, July 16, 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. Spring Commendations
4. Roll Call

**5. REPORTS**

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

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

**7. 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. Bills 10
- c. Treasurer's Report 19
- d. Wire Transfers 21
- e. Gifts 23
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- g. Handbooks 41
- h. ATPPS-Qcomp 133
- i. Joint Powers Agreement and Amendment 135
- j. Grants 149

**8. ACTION**

a. 10 Year LTFM Plan	150
I move to accept the Resolution adopting the School District's Long-Term Facilities Maintenance Plan.	
I move to accept the Resolution adopting the School District's Long-Term Facilities Maintenance Plan	
b. 2020-2021 Calendar	160
I move to accept the 2020-2021 calendar as presented	
<b>9. WORK SESSION</b>	
a. MSHSL "Why We Play"	161
b. First Reading of Policies	179
c. Continuous Improvement Plan	300
d. Continued Discussion of Long Range Plan	
e. Health Insurance-HITTA	
<b>10. ADDITIONS TO AGENDA</b>	
<b>11. FUTURE MEETING(s) INFORMATION</b>	
<b>12. ADJOURN</b>	

**Call to Order and Pledge of Allegiance**

The regular meeting of the School Board of District #477 was called to order by Board Chair Eric Minks on the **4th day of June, at 6:00 p.m.** in the District Center Board Room.

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

Others present: Superintendent Ben Barton, Director of Business Services Michelle Czech, and Director of Student Services Erin Dohrmann.

Citizen Comments: None

**REPORTS**

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

Howard Vaillancourt	PEA Retirement Breakfast; Graduation
Eric Minks	PEA Retirement Breakfast; Graduation
Deb Ulm	Wellness Committee; Finance Committee; PEA Retirement Breakfast; Graduation
Chad Young	Graduation; Finance Committee
Sue VanHooser	SEE General Meeting; Graduation

Superintendent Report: Grateful that all school board members attended graduation. Superintendent will go 'on the prowl' around the community this summer to meet area business owners and open up two-way communication opportunities. Met with our student learning teams, and crafted some goals for rounding out the student experience in our schools.

**APPROVE AGENDA**

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

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

Motion made by Howard Vaillancourt seconded by Deb Ulm , **to approve the May 7th, May 7th Closed Meeting, and May 21st work session minutes.** Motion passed unanimously.

Discussion: May 7th Closed Meeting minutes had incorrect board chair and board clerk

on signature line. Approved with the clarification that this would be corrected.

### CONSENT AGENDA

Motion made by Chad Young, seconded by Sue VanHooser, **to approve the consent agenda as presented.** Personnel, gifts, grants, Renewal of MSHSL Resolution, and Online Academy Coordinator agreement. Motion passed unanimously.

*Discussion: Board would like to rename MSHSL Resolution to Renewal of MSHSL Resolution.*

### ACTION

#### Restricted Budgets

Motion to accept the restricted budgets as proposed was made by Deb Ulm, seconded by Howard Vaillancourt. Motion passed unanimously.

#### Assigned Budgets

Motion to accept the assigned budgets as proposed was made by Chad Young, seconded by Sue VanHooser. Motion passed unanimously.

#### 2018-2019 Original Budget

Motion to accept the 2018-2019 original budget as proposed was made by Howard Vaillancourt, seconded by Deb Ulm.

*Discussion: Budgets need roll call approval so board decided to re-do the motions.*

Motion to accept the restricted budgets, assigned budgets and 2018-19 original budget was made by Howard Vaillancourt, seconded by Sue VanHooser. Upon roll call, the following voted in favor of: Howard Vaillancourt, Eric Minks, Deb Ulm, Chad Young, and Sue VanHooser. Opposed: none. Motion passed unanimously.

### INFORMATION

**Pool Filter Room Scope-** Michelle Czech presented the scope for the pool filter room.

**Grad Rate Update-** Erin Dorhmann presented annual graduation rate update.

**ADDITIONS TO AGENDA-** None

### FUTURE MEETINGS

Policy Committee- June 18, 3:00pm

Executive Planning- July 10, 4:15pm  
Finance Committee- July 16, 5:00pm  
Regular Board Meeting- July 16, 6:00pm

**ADJOURN**

Motion to adjourn the meeting was made by Deb Ulm and seconded by Eric Minks. The meeting was adjourned at 6:34 p.m.

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Chair Eric Minks

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Clerk Sue VanHooser

Recorder- Emily McKinnon

7.16.19

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Fuller	Rebecca	HS	HS Math & Science	PEA	Fitzsimmons & Forgey	7.1.19	\$69,995.00
New Hire	Uittenbogaard	Katheryn	HS	HS Business Teacher	PEA	McMahon / POA	7.1.19	\$40,348.00
New Hire	Sherman	Brenna	MS	MS Music/Band Teacher	PEA	Jane Miller	8.20.19	\$39,477.00
New Hire	Rittenhouse	Sarah	HS	HS Health / PE Teacher	PEA	Erik Jacobs	7.1.19	\$65,897.00
New Hire	Bost	Samantha	FC	Tiger Club Assistant	Community Ed		6.19.19	\$9.86 / hr
New Hire	Ostroot	Claire	FC	Tiger Club Assistant	Community Ed	Parker Pederson	6.19.19	\$9.86 / hr
New Hire	Frank	Erin	MS	Assistant Principal / Activities Director	Principals	Jona Deaval	7.1.19	\$91,960.43
New Hire	Bement	Brittany	FC	School Readiness Instructor	At-Will	Kelsie Hasser	7.1.19	\$26.82/ hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Walquist	Scott	MS	MS Football Coach	Activities		5.20.19	
Resignation	Deaval	Jona	MS	Asst Principal / Activities Director	Principals		6.30.19	
Resignation	Bragg	Jennifer	PS	SPED Para	Paras		6.25.19	
Resignation	Schaefer	Kris	IS	SPED Para	Paras		6.17.19	
Non-Renewal	Hormann	Amy	FC	Para	Paras		5.29.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Meixell	Darrien	HS	Ag Teacher	PEA		9.3.19 - 5.28-20	
Intermittent LOA	McKinnon	Emily	DC	Asst to the Superintendent	At-Will		7.9.19-10.4.19	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Burling	Jodi	PS	5% Tech Integration Specialist	PEA		7.1.19	
Change in Assignment	Busch	Amy	PS	ADSIS Teacher	PEA		8.26.19	
Change in Assignment	Franke	Karen	PS	SPED Teacher	PEA		8.26.19	
Change in Assignment	Hallbeck	Michelle	PS	2nd Grade Teacher	PEA		8.26.19	
Change in Assignment	Gadacz	Brianna	PS	1st Grade Teacher	PEA		8.26.19	
Change in Assignment	Gruber	Jennifer	DC	1.0 Math Differentiation Specialist	PEA		7.1.19	

Change in Assignment	Lindenfelser	Jacqueline	DC	Operations Admin Secretry	Secretaries		7.1.19	\$21.76 / hr
Change in Assignment	Moses	Stephanie	HS	.07 Science Overload	PEA		7.1.19	
Change in Assignment	Lehmann	Katheryn	HS	.07 Science Overload	PEA		7.1.19	
Change in Assignment	Emholtz	Dawn	FC	Tiger Club Para	Paras		6.17.19-8.30.19	\$15.19 / hr
Change in Assignment	Esterberg	Lisa	HS	1 Section Heath Science & Tech Teacher	PEA		7.1.19	
Change in Assignment	Rittenhouse	Sarah	HS	1 Section Into to Health Careers Teacher	PEA		7.1.19	
Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Meidl	Mimi		PK-12 Music PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Moore	Lora	PS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Scepurek	Danette	PS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Bassett	Katie	PS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Johnson	DeDe	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Johnson	Emilee	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Hatch	Laurie	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Paulson	Kari	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Peterson	Shawntelle	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Richards	Laurie	MS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Ostroot	Jackie	HS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Johnson	Erin	HS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Smith	Dawn	HS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Quade	Krista	HS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Esler	Cindy	HS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Atkins	Tammy	SS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Burke	Carolyn	SS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Foley	Cheryl	SS	ESY Para	Paras		6.10.19-8.9.19	Contract Rate
Extra Duty	Scott	Cindy	SS	ESY Teacher	Teachers		6.10.19-8.9.19	\$32.00 / hr
Extra Duty	Julson	Sarah		PK-5 ELA PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Benner	Bobbi		PK-12 Guidance PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Burling	Jodi		PK-12 Technology PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year

Extra Duty	Thomson	Abby		6-12+ SPED PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	McCullough	Crissy		PK-5 SPED PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Ross	Erik		PK-12 Phy Ed/Health PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Brand	Heather	PS	Teacher Mentor	PEA		7.1.19	\$1000 / year
Extra Duty	Strandberg	Jackie	PS	Teacher Mentor	PEA		7.1.19	\$500 / year
Extra Duty	Ruzek	Janna	PS	Teacher Mentor	PEA		7.1.19	\$500 / year
Extra Duty	Johnson	Megan	PS	PLC Facilitator	ATPPS		7.1.19	\$600 / year
Extra Duty	Fay	Alexandra	PS	PLC Facilitator	ATPPS		7.1.19	\$600 / year
Extra Duty	Scheffel	Shelley	PS	PLC Facilitator	ATPPS		7.1.19	\$600 / year
Extra Duty	Jorgenson	Ann	PS	PLC Facilitator	ATPPS		7.1.19	\$600 / year
Extra Duty	Fay	Alexandra	PS	PLC Facilitator	ATPPS		7.1.19	\$600 / year
Extra Duty	Strandberg	Jackie	PS	Mentorship Coordinator	PEA		7.1.19	\$1000 / year
Extra Duty	Bahe	Mary	PS	MTSS Coach	ATPPS		7.1.19	\$1000 / year
Extra Duty	Bartholomaus	Susan		PK-12 PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Borich	Melissa		6-12 Social PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Harvala	Angela		PK-12 Social PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Vogel	Kari		6-12 Science PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Pollard	Becky		PK-5 Science PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Neubauer	Jordan		6-12 Math PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Franson	Erin		PK-5 Math PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Bell	Larissa		6-12 ELA PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Hasser	Timothy		Student Services PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Durch	Sarah		6-12 Career & Tech Ed PLC Facilitator	ATPPS/PLC Stipend		7.1.19	\$650 / year
Extra Duty	Julson	Sarah	PS	K-12 Literacy Coach (addition of 5%)	Teachers		7.1.19	
Extra Duty	Hanson	Jeff	PS	Teacher Coach	Teachers		7.1.19	\$2000 / year
Extra Duty	Cook	Nicole	PS	Tech Coach - Assistive Tech	Teachers		7.1.19	\$500 / year
Extra Duty	Busch	Amy	PS	Teacher Mentor	Teachers		7.1.19	\$1000 / year
Extra Duty	Rademacher	Joan	PS	Teacher Mentor	Teachers		7.1.19	\$1000 / year
Extra Duty	Bragg	Jennifer	PS	ESY Para	Paras		6.17.19-8.9.19	\$16.66 / hr
Extra Duty	Johaneson	Vicki	PS	ESY Para	Paras		6.17.19-8.9.19	\$17.32 / hr
Extra Duty	Schaefer	Kris	PS	ESY Para	Paras		6.17.19-8.9.19	\$16.66 / hr
Extra Duty	Scheffel	Shelley	PS	Teacher Mentor	Teachers		7.1.19	\$500 / year
Extra Duty	Swedzinski	Lisa	PS	Teacher Mentor	Teachers		7.1.19	\$250 / year

Extra Duty	Franke	Karen	PS	Teacher Mentor	Teachers		7.1.19	\$500 / year
Extra Duty	Hagen	Michelle	PS	Teacher Mentor	Teachers		7.1.19	\$500 / year
Extra Duty	Segade	Carmen	PS	Teacher Mentor	Teachers		7.1.19	\$250 / year
Extra Duty	Patnode	Doug	MS	Asst MS Baseball Coach	Activities		4.1.19	\$2,493.00
Extra Duty	Rittenhouse	Sarah	HS	Head HS Volleyball Coach	Activities	Mary Patnode	8.12.19-11.15.19	\$4,383.00
Extra Duty	Uittenbogaard	Kathryn	HS	Asst HS Volleyball Coach	Activities	Abby Thompson	8.12.19-11.15.19	\$3,228.00

**Princeton Public Schools #477**  
**Detail Payment Register By Check**

**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$691,255.43
02 Food Service	\$111,066.26
04 Community Service	\$19,430.86
06 Construction	\$93,455.28
10 Student Activities	\$42,306.06
<b>Report Total</b>	<b>\$957,513.89</b>

Princeton Public Schools #477  
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	80159	172662	Check	1	1140	3	AMERICAN RED CROSS	Yes	Yes	No	USD	05/17/2019	854.00
		80193	172663	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	05/17/2019	147.63
		80179	172664	Check	1	16342		AVALON CHARTER SCHOOL	Yes	No	No	USD	05/17/2019	225.00
		80165	172665	Check	1	1372		BELLEVILLE WHOLESALE HOBBY	Yes	Yes	No	USD	05/17/2019	5,186.53
		80203	172666	Check	1	9606		BUTLER DON	Yes	Yes	No	USD	05/17/2019	350.00
		80185	172667	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	05/17/2019	300.00
		80186	172668	Check	1	1636		CAMBRIDGE-ISANTI HIGH SCHOOL	Yes	No	No	USD	05/17/2019	190.00
		80188	172669	Check	1	2265		ECKROTH MUSIC CO.	Yes	Yes	No	USD	05/17/2019	2,366.00
		80189	172670	Check	1	2270		ECM PUBLISHERS INC.	Yes	Yes	No	USD	05/17/2019	64.80
		80158	172671	Check	1	10894		FAIRWAY SHORES GOLF	Yes	Yes	No	USD	05/17/2019	2,000.00
		80183	172672	Check	1	16347		FOEDE JENNIFER	Yes	No	No	USD	05/17/2019	32.00
		80190	172673	Check	1	2574		FOLEY HIGH SCHOOL	Yes	Yes	No	USD	05/17/2019	75.00
		80178	172674	Check	1	16038		FRISCHMON MICHAEL	Yes	No	No	USD	05/17/2019	150.00
		80171	172675	Check	1	15171		GALLEBERG DAVID	Yes	No	No	USD	05/17/2019	90.00
		80182	172676	Check	1	16346		GLEASON SARA	Yes	No	No	USD	05/17/2019	32.00
		80164	172677	Check	1	12674		GOTFREDSON JON	Yes	Yes	No	USD	05/17/2019	350.00
		80184	172678	Check	1	16348		GRUBER JENNIFER	Yes	No	No	USD	05/17/2019	32.00
		80200	172679	Check	1	7253		GUNDERSON DAVID	Yes	Yes	No	USD	05/17/2019	90.00
		80191	172680	Check	1	2891	2	GUTHRIE THEATER FOUNDATION	Yes	Yes	No	USD	05/17/2019	971.88
		80192	172681	Check	1	3236		I.S.D. #015	Yes	Yes	No	USD	05/17/2019	629.67
		80168	172682	Check	1	14738		JAMIESON ROBERT	Yes	Yes	No	USD	05/17/2019	90.00
		80204	172683	Check	1	9654		JARVIS JIM	Yes	Yes	No	USD	05/17/2019	170.00
		80175	172684	Check	1	15797		KARTAK JACKIE	Yes	No	No	USD	05/17/2019	48.00
		80169	172685	Check	1	14753		KLINE ROY JR	Yes	Yes	No	USD	05/17/2019	150.00
		80162	172686	Check	1	12642		KRICK STEVE	Yes	Yes	No	USD	05/17/2019	260.00
		80166	172687	Check	1	14222	2	MINNESOTA SPORTSMEN'S CLUB	Yes	Yes	No	USD	05/17/2019	4,536.00
		80160	172688	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	05/17/2019	2,083.10
		80180	172689	Check	1	16344		MORENO, SARAH	Yes	Yes	No	USD	05/17/2019	65.00
		80194	172690	Check	1	4761		OAK GALLERY	Yes	Yes	No	USD	05/17/2019	1,095.83
		80176	172691	Check	1	15899		OGDEN NEWSPAPERS OF MINNESC	Yes	Yes	No	USD	05/17/2019	6,601.24
		80202	172692	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	05/17/2019	150.00
		80161	172693	Check	1	12174		PETERSON STAN	Yes	Yes	No	USD	05/17/2019	140.00
		80187	172694	Check	1	1693		PETTY CASH-MARGARET DECLMAN	Yes	Yes	No	USD	05/17/2019	285.00
		80195	172695	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	05/17/2019	232.31
		80170	172696	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	05/17/2019	115.20
		80177	172697	Check	1	15900		PRATT MARK A.	Yes	Yes	No	USD	05/17/2019	90.00
		80206	172698	Check	1	9866	1	PREMIUM WATERS INC	Yes	Yes	No	USD	05/17/2019	68.85
		80173	172699	Check	1	15605		PRINCETON GOLF COURSE	Yes	Yes	No	USD	05/17/2019	500.00
		80196	172700	Check	1	5149		PRINCETON RENTAL INC.	Yes	Yes	No	USD	05/17/2019	275.00
		80163	172701	Check	1	12648		REBYL SPORTS, INC.	Yes	Yes	No	USD	05/17/2019	207.00
		80197	172702	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	05/17/2019	1,172.00

Princeton Public Schools #477  
Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
0477	001	80225	172744	Check	1	14886		QP PHOTOGRAPHY	Yes	No	No	USD		05/24/2019	197.00
		80249	172745	Check	1	5214	1	QUILL CORPORATION	Yes	Yes	No	USD		05/24/2019	282.96
		80253	172746	Check	1	7422		RUIS BILL	Yes	No	No	USD		05/24/2019	75.00
		80217	172747	Check	1	13375	1	SCHOOL OUTFITTERS	Yes	Yes	No	USD		05/24/2019	869.76
		80219	172748	Check	1	13872		SEPTIC CHECK	Yes	No	No	USD		05/24/2019	700.00
		80232	172749	Check	1	16290		SILAS SHARIFF	Yes	Yes	No	USD		05/24/2019	75.00
		80250	172750	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	Yes	No	USD		05/24/2019	594.60
		80229	172751	Check	1	16040		SWANNIES GOLF APPAREL CO.	Yes	Yes	No	USD		05/24/2019	2,238.70
		80222	172752	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD		05/24/2019	20,562.44
		80234	172753	Check	1	16345		TWO RIVERS POWWOW COMMITTEE	Yes	No	No	USD		05/24/2019	351.00
		80224	172754	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD		05/24/2019	190.24
		80221	172755	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	Yes	No	USD		05/24/2019	17,427.11
		80251	172756	Check	1	6376		VIKING COCA COLA BOTTLING	Yes	Yes	No	USD		05/24/2019	171.25
		80252	172757	Check	1	6461		WATSON CO. INC.	Yes	Yes	No	USD		05/24/2019	175.92
		80235	172758	Check	1	16350		WELLE KARISSA	Yes	No	No	USD		05/24/2019	110.00
		80256	172759	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD		05/28/2019	8,612.25
		80259	172760	Check	1	8305		GRAND SLAM SPORTS & ENT.	Yes	Yes	No	USD		05/29/2019	3,312.50
		80258	172761	Check	1	16037		URBAN AIR COON RAPIDS	Yes	No	No	USD		05/29/2019	1,770.83
		80268	172762	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	No	No	USD		05/31/2019	201.41
		80274	172763	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD		05/31/2019	1,022.28
		80271	172764	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD		05/31/2019	120.54
		80272	172765	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD		05/31/2019	182.18
		80273	172766	Check	1	4584	4	NCPERS GROUP LIFE INS.	Yes	No	No	USD		05/31/2019	64.00
		80275	172767	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD		05/31/2019	19,402.84
		80276	172768	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD		05/31/2019	1,409.64
		80277	172769	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD		05/31/2019	2,662.80
		80269	172770	Check	1	14890		RIVERVIEW LAW OFFICE, PLLC	Yes	Yes	No	USD		05/31/2019	261.22
		80278	172771	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD		05/31/2019	998.22
		80270	172772	Check	1	16236		US DEPARTMENT OF EDUCATION AU	Yes	No	No	USD		05/31/2019	42.26
		80331	172773	Check	1	7970		ALICKSON TAMARAL	Yes	No	No	USD		05/30/2019	150.80
		80282	172774	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD		05/30/2019	1,705.87
		80290	172775	Check	1	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	No	USD		05/30/2019	1,850.00
		80283	172776	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD		05/30/2019	172.58
		80323	172777	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD		05/30/2019	13.47
		80337	172778	Check	1	8924		BECK MIKE	Yes	No	No	USD		05/30/2019	150.00
		80310	172779	Check	1	16354		BERGMANN KIMBERLY	Yes	No	No	USD		05/30/2019	25.00
		80297	172780	Check	1	14365		BISTODEAU LORI	Yes	No	No	USD		05/30/2019	17.45
		80335	172781	Check	1	8866	1	BLICK ART MATERIALS	Yes	No	No	USD		05/30/2019	335.27
		80308	172782	Check	1	16352		BRAUN MARGARET	Yes	No	No	USD		05/30/2019	25.00
		80329	172783	Check	1	7402		BREEZY POINT RESORT	Yes	No	No	USD		05/30/2019	642.00
		80316	172784	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD		05/30/2019	24.00

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Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	80281	172826	Check	11229	1	ULINE	Yes	No	No	USD	05/30/2019	191.98
		80302	172827	Check	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	05/30/2019	1,760.00
		80309	172828	Check	16353		VANDERHYDE KAYLA	Yes	No	No	USD	05/30/2019	45.00
		80303	172829	Check	15293		VISUAL EDGE INC.	Yes	No	No	USD	05/30/2019	256.76
		80296	172830	Check	13827		WOLD ARCHITECTS AND ENGINEER	Yes	No	No	USD	05/30/2019	3,290.72
		80314	172831	Check	16359		WRIGHT MELISSA	Yes	No	No	USD	05/30/2019	47.80
		80346	172832	Check	1206		AP EXAMS	Yes	No	No	USD	06/06/2019	13,949.00
		80379	172833	Check	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	06/06/2019	213.00
		80367	172834	Check	16362		BERGMANN HEIDI	Yes	No	No	USD	06/06/2019	169.84
		80384	172835	Check	9690		BUNKER HILLS GOLF CLUB	Yes	No	No	USD	06/06/2019	34.00
		80356	172836	Check	14268		CAMBRIDGE CHRISTIAN SCHOOL	Yes	No	No	USD	06/06/2019	250.00
		80385	172837	Check	9903		CASE ANITA	Yes	No	No	USD	06/06/2019	43.45
		80359	172839	Check	14781		COMMUNITY CHRISTIAN SCHOOL	Yes	No	No	USD	06/06/2019	250.00
		80357	172840	Check	14269		CROWN CHRISTIAN SCHOOL	Yes	No	No	USD	06/06/2019	1,500.00
		80340	172841	Check	10069		DALCO	Yes	No	No	USD	06/06/2019	149.99
		80347	172842	Check	12344		DAUBNER JENNIFER	Yes	No	No	USD	06/06/2019	467.06
		80343	172843	Check	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	06/06/2019	2,396.73
		80369	172844	Check	2113		DELEGARD TOOL CO.	Yes	No	No	USD	06/06/2019	506.64
		80370	172845	Check	2331		EGAN COMPANY	Yes	No	No	USD	06/06/2019	343.00
		80371	172846	Check	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	06/06/2019	463.71
		80383	172847	Check	7874	1	ELECTRONIC DESIGN COMPANY	Yes	No	No	USD	06/06/2019	427.50
		80360	172848	Check	14783		FAITH CHRISTIAN SCHOOL	Yes	No	No	USD	06/06/2019	835.00
		80366	172849	Check	16361		HAGSTROM BECKY	Yes	No	No	USD	06/06/2019	95.57
		80382	172850	Check	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	No	USD	06/06/2019	62.83
		80354	172851	Check	13216		LAURICH CARLA	Yes	No	No	USD	06/06/2019	254.76
		80372	172852	Check	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/06/2019	1,066.88
		80373	172853	Check	3825	2	LIFETOUCH NSS	Yes	No	No	USD	06/06/2019	2,097.44
		80363	172854	Check	16060		MHSGCA	Yes	No	No	USD	06/06/2019	54.00
		80351	172855	Check	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/06/2019	1,556.35
		80344	172856	Check	11694		MILLER AMY	Yes	No	No	USD	06/06/2019	509.52
		80342	172857	Check	11477		MINUTEMAN PRESS	Yes	No	No	USD	06/06/2019	40.58
		80375	172858	Check	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	06/06/2019	450.00
		80376	172859	Check	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	06/06/2019	660.00
		80377	172860	Check	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	06/06/2019	666.00
		80378	172861	Check	4363		MN HISTORICAL SOCIETY	Yes	No	No	USD	06/06/2019	672.00
		80352	172862	Check	12998		NEMITZ DANA	Yes	No	No	USD	06/06/2019	254.76
		80355	172863	Check	13774		NORTH CENTRAL TRANSPORTATION	Yes	No	No	USD	06/06/2019	815.00
		80345	172864	Check	11902		PETTIBONE NURSERY & LANDSCAP	Yes	No	No	USD	06/06/2019	158.00
		80368	172865	Check	1693		PETTY CASH-MARGARET DEGLMAN	Yes	No	No	USD	06/06/2019	22.56
		80380	172866	Check	5040		PIZZA BARN	Yes	No	No	USD	06/06/2019	98.00
		80341	172867	Check	10963		PROBLEM SOLVING SOLUTIONS	Yes	No	No	USD	06/06/2019	1,900.00

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0477	001	80433	172909	Check	5040		PIZZA BARN	Yes	No	USD	06/13/2019	1,280.16
		80434	172910	Check	5139		PRINCETON LANES	Yes	No	USD	06/13/2019	1,083.50
		80435	172911	Check	5149		PRINCETON RENTAL INC.	Yes	No	USD	06/13/2019	229.98
		80414	172912	Check	14886		QP PHOTOGRAPHY	Yes	No	USD	06/13/2019	384.00
		80400	172913	Check	10224	2	REGENTS OF THE UNIVERSITY OF N	Yes	No	USD	06/13/2019	566.00
		80440	172914	Check	8562	1	REGION 7AA	Yes	No	USD	06/13/2019	4,044.00
		80436	172915	Check	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	USD	06/13/2019	180.00
		80410	172916	Check	14477		TEACHERS ON CALL	Yes	No	USD	06/13/2019	8,675.50
		80407	172917	Check	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	USD	06/13/2019	347.00
		80420	172918	Check	16299		TRUSTED EMPLOYEES	Yes	No	USD	06/13/2019	742.00
		80413	172919	Check	14868		U.S. BANK EQUIPMENT FINANCE	Yes	No	USD	06/13/2019	368.54
		80415	172920	Check	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	USD	06/13/2019	482.00
		80405	172921	Check	13262	1	WALMART COMMUNITY/GEGRB	Yes	No	USD	06/13/2019	2,117.01
		80401	172922	Check	10660		WILD MOUNTAIN	Yes	No	USD	06/13/2019	1,953.85
		80457	172923	Check	14363		A&B WELDING & CONSTRUCTION IN	Yes	No	USD	06/18/2019	760.00
		80451	172924	Check	13099		ASL INTERPRETING SERVICES, INC.	Yes	No	USD	06/18/2019	4,070.00
		80491	172925	Check	8866	1	BLICK ART MATERIALS	Yes	No	USD	06/18/2019	4.61
		80469	172926	Check	16367		BRENNAN CONSTRUCTION OF MN, I	Yes	No	USD	06/18/2019	63,625.30
		80467	172927	Check	16209		BULBS.COM	Yes	No	USD	06/18/2019	328.14
		80461	172928	Check	15796		BYTESPEED LLC	Yes	No	USD	06/18/2019	4,854.00
		80470	172929	Check	1657	3	CAROLINA BIOLOGICAL SUPPLY	Yes	No	USD	06/18/2019	298.71
		80458	172930	Check	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	USD	06/18/2019	3,115.00
		80471	172931	Check	1721		CENTRAL MCGOWAN INC.	Yes	No	USD	06/18/2019	196.86
		80455	172932	Check	14091		CUSTOM INK, LLC	Yes	No	USD	06/18/2019	188.36
		80442	172933	Check	10069		DALCO	Yes	No	USD	06/18/2019	7,885.74
		80473	172934	Check	2270		ECM PUBLISHERS INC.	Yes	No	USD	06/18/2019	205.27
		80472	172935	Check	2269		ECMECC	Yes	No	USD	06/18/2019	2,100.00
		80465	172936	Check	15976		ECO SHRED MN, INC.	Yes	No	USD	06/18/2019	87.75
		80448	172937	Check	12623		ECOLAB INSTITUTIONAL	Yes	No	USD	06/18/2019	739.92
		80474	172938	Check	2331		EGAN COMPANY	Yes	No	USD	06/18/2019	20,791.48
		80475	172939	Check	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	USD	06/18/2019	1,045.50
		80446	172940	Check	11445		FIELD ENVIRONMENTAL CONSULTIN	Yes	No	USD	06/18/2019	2,988.75
		80468	172941	Check	16333	1	GO MINI MSP	Yes	No	USD	06/18/2019	180.00
		80476	172942	Check	2778	1	GOPHER STATE ONE CALL INC	Yes	No	USD	06/18/2019	44.55
		80464	172943	Check	15939		GOPHERMODS, LLC	Yes	No	USD	06/18/2019	80.00
		80489	172944	Check	6645		GRAINGER	Yes	No	USD	06/18/2019	2,027.32
		80477	172945	Check	2895	1	H&B SPECIALIZED PRODUCTS	Yes	No	USD	06/18/2019	3,590.00
		80478	172946	Check	2955		HANDYMAN'S INC.	Yes	No	USD	06/18/2019	422.20
		80490	172947	Check	7294		HARDWARE DISTRIBUTORS, LTD	Yes	No	USD	06/18/2019	41.03
		80479	172948	Check	3058	3	HEINEMANN	Yes	No	USD	06/18/2019	583.00
		80445	172949	Check	11238		ICS CONSULTING, INC	Yes	No	USD	06/18/2019	18,829.78

**Princeton Public Schools #477**  
**Detail Payment Register By Check**

**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$578,961.59
02 Food Service	\$16,799.94
04 Community Service	\$2,831.20
06 Construction	\$306,210.40
10 Student Activities	\$123.52
<b>Report Total</b>	<b>\$904,926.65</b>

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0477	001	80605	173044	Check	1	15584	1	ACTIVE INTERNET TECHNOLOGIES,	Yes	No	No	USD		07/03/2019	12,000.00
		80583	173045	Check	1	1140	3	AMERICAN RED CROSS	Yes	No	No	USD		07/03/2019	182.00
		80614	173046	Check	1	15890	1	ART OF PROBLEM SOLVING	Yes	No	No	USD		07/03/2019	3,389.50
		80631	173047	Check	1	16391		BALDWIN JAMIESON	Yes	No	No	USD		07/03/2019	35.00
		80603	173048	Check	1	1519		BREMER BANK	Yes	No	No	USD		07/03/2019	80.00
		80632	173049	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD		07/03/2019	13,582.00
		80658	173050	Check	1	9445	2	CATHEDRAL HIGH SCHOOL	Yes	No	No	USD		07/03/2019	250.00
		80624	173051	Check	1	16384		CATHERINE HURD	Yes	No	No	USD		07/03/2019	1,798.00
		80604	173052	Check	1	15237		CEL PUBLIC RELATIONS, INC.	Yes	No	No	USD		07/03/2019	8,140.00
		80642	173053	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD		07/03/2019	6,151.72
		80656	173054	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD		07/03/2019	375.00
		80595	173055	Check	1	14163		CRISIGO, INC.	Yes	No	No	USD		07/03/2019	1,260.00
		80612	173056	Check	1	15699	1	CULINEX	Yes	No	No	USD		07/03/2019	4,011.60
		80633	173057	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD		07/03/2019	1,386.76
		80581	173058	Check	1	10069		DALCO	Yes	No	No	USD		07/03/2019	11,876.24
		80611	173059	Check	1	15683		DOBE DIANNE	Yes	No	No	USD		07/03/2019	60.00
		80634	173060	Check	1	2331		EGAN COMPANY	Yes	No	No	USD		07/03/2019	37,400.00
		80625	173061	Check	1	16385		FAIRBANKS MIKE	Yes	No	No	USD		07/03/2019	1,800.00
		80601	173062	Check	1	14833		FASTBRIDGE LEARNING	Yes	No	No	USD		07/03/2019	409.50
		80657	173063	Check	1	9103		FLR SANDERS	Yes	No	No	USD		07/03/2019	23,936.00
		80635	173064	Check	1	2626		FREE SPIRIT PUBLISHING INC	Yes	No	No	USD		07/03/2019	3,123.07
		80585	173065	Check	1	11613	2	FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	USD		07/03/2019	16,037.64
		80618	173066	Check	1	16378		FURMAN JO	Yes	No	No	USD		07/03/2019	60.00
		80619	173067	Check	1	16379		GARBACZ JENNI	Yes	No	No	USD		07/03/2019	120.00
		80594	173068	Check	1	13564		GLIEDEN KAREN	Yes	No	No	USD		07/03/2019	60.00
		80617	173069	Check	1	16333	1	GO MINI MSP	Yes	No	No	USD		07/03/2019	180.00
		80615	173070	Check	1	15939		GOPHERMODS, LLC	Yes	No	No	USD		07/03/2019	196.00
		80653	173071	Check	1	6645		GRANGER	Yes	No	No	USD		07/03/2019	183.81
		80621	173072	Check	1	16381		GRAMS JOANN	Yes	No	No	USD		07/03/2019	60.00
		80626	173073	Check	1	16386		HALLBECK LUKAS	Yes	No	No	USD		07/03/2019	110.00
		80636	173074	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD		07/03/2019	79.98
		80630	173075	Check	1	16390		HASEN RUBY	Yes	No	No	USD		07/03/2019	60.00
		80629	173076	Check	1	16389		HEIKS WILMA	Yes	No	No	USD		07/03/2019	60.00
		80654	173077	Check	1	6776		HERTZ FURNITURE SYSTEMS	Yes	No	No	USD		07/03/2019	810.36
		80637	173078	Check	1	3233	4	I.S.D. #011	Yes	No	No	USD		07/03/2019	800.00
		80638	173079	Check	1	3271		I.S.D. #728	Yes	No	No	USD		07/03/2019	627.67
		80607	173080	Check	1	15620	1	IDEAL SERVICE	Yes	No	No	USD		07/03/2019	3,422.21
		80582	173081	Check	1	10909	3	INNOVATIVE OFFICE SOLUTIONS, LL	Yes	No	No	USD		07/03/2019	1,560.36
		80616	173082	Check	1	16085		JENCO PROPERTY MAINTENANCE II	Yes	No	No	USD		07/03/2019	1,175.00
		80627	173083	Check	1	16387		KINNEY TANNER J.	Yes	No	No	USD		07/03/2019	110.00
		80639	173084	Check	1	3799		LENK JACQUELINE A.	Yes	No	No	USD		07/03/2019	958.99

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0477	001	80589	173085	Check	1	1267		LOFFLER COMPANIES - 131511	Yes	No	No	USD	07/03/2019	8,689.82
		80659	173086	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	07/03/2019	145.00
		80640	173087	Check	1	4048	3	M.A.S.S.P. SUMMER CONFERENCE	Yes	No	No	USD	07/03/2019	140.00
		80641	173088	Check	1	4048	3	M.A.S.S.P. SUMMER CONFERENCE	Yes	No	No	USD	07/03/2019	870.00
		80644	173089	Check	1	4467		M.S.B.A.	Yes	No	No	USD	07/03/2019	9,053.00
		80655	173090	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/03/2019	3,208.00
		80591	173091	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/03/2019	85.00
		80588	173092	Check	1	12571		MIDWEST MACHINERY CO	Yes	No	No	USD	07/03/2019	60.42
		80598	173093	Check	1	14553		MILACA MOVIE THEATRE	Yes	No	No	USD	07/03/2019	54.00
		80584	173094	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	07/03/2019	568.20
		80643	173095	Check	1	4389	2	MN STATE HS MATHEMATICS LEAGL	Yes	No	No	USD	07/03/2019	600.00
		80597	173096	Check	1	14414		MREA	Yes	No	No	USD	07/03/2019	2,500.00
		80645	173097	Check	1	4517	1	MUSIC THEATRE INTERNATIONAL	Yes	No	No	USD	07/03/2019	320.00
		80608	173098	Check	1	15653	1	NAVIANCE, INC.	Yes	No	No	USD	07/03/2019	12,496.97
		80628	173099	Check	1	16388		NELSON GRETA	Yes	No	No	USD	07/03/2019	45.00
		80610	173100	Check	1	15675		NEWSOLA, INC	Yes	No	No	USD	07/03/2019	8,470.00
		80613	173101	Check	1	15730		OPG-3 INC.	Yes	No	No	USD	07/03/2019	594.20
		80622	173102	Check	1	16382		O'REILLEY CORI	Yes	No	No	USD	07/03/2019	20.00
		80646	173103	Check	1	5040		PIZZA BARN	Yes	No	No	USD	07/03/2019	60.10
		80600	173104	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDJ	Yes	No	No	USD	07/03/2019	115.20
		80609	173105	Check	1	15666	1	POSITIVE COACHING ALLIANCE	Yes	No	No	USD	07/03/2019	2,340.00
		80587	173106	Check	1	12269	3	PRINCETON FOOTBALL BOOSTER C	Yes	No	No	USD	07/03/2019	500.00
		80647	173107	Check	1	5159		PRINCETON YOUTH HOCKEY ASSN	Yes	No	No	USD	07/03/2019	37,132.00
		80620	173108	Check	1	16380		PROVOST JUNE	Yes	No	No	USD	07/03/2019	60.00
		80590	173109	Check	1	12648		REBYL SPORTS, INC.	Yes	No	No	USD	07/03/2019	489.00
		80648	173110	Check	1	5297	1	RENAISSANCE LEARNING INC	Yes	No	No	USD	07/03/2019	20,114.20
		80599	173111	Check	1	14715		rSCHOOLTODAY	Yes	No	No	USD	07/03/2019	590.00
		80593	173112	Check	1	13559		RUPP, ANDERSON, SQUIRES & WALL	Yes	No	No	USD	07/03/2019	6,371.36
		80649	173113	Check	1	5553	3	SCHOLASTIC INC	Yes	No	No	USD	07/03/2019	609.00
		80650	173114	Check	1	5627		SCHOOLS FOR EQUITY IN EDUC.	Yes	No	No	USD	07/03/2019	4,860.30
		80606	173115	Check	1	15601	1	SEESAW LEARNING, INC.	Yes	No	No	USD	07/03/2019	5,791.50
		80586	173116	Check	1	11628		SFM	Yes	No	No	USD	07/03/2019	112,006.00
		80651	173117	Check	1	5732	1	SKYWARD	Yes	No	No	USD	07/03/2019	30,943.05
		80623	173118	Check	1	16383		SORENSEN, USA	Yes	No	No	USD	07/03/2019	1,674.00
		80602	173119	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	07/03/2019	142.50
		80652	173120	Check	1	6294	3	UNITED STATES TREASURY	Yes	No	No	USD	07/03/2019	1,491.43
		80596	173121	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	07/03/2019	3,124.11
		80592	173122	Check	1	13021		WHITCOMB GAIL	Yes	No	No	USD	07/03/2019	950.00
		80664	173124	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	07/10/2019	9,679.01
		80663	173125	Check	1	16392		DR. SALLY BAAS CONSULTING, INC.	Yes	No	No	USD	07/10/2019	1,004.52
		80681	173126	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	07/16/2019	109.80

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Red	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	80667	173127	Check	1276	1	B & H PHOTO-VIDEO	Yes	No	No	USD	07/16/2019	599.98
		80676	173128	Check	16367		BRENNAN CONSTRUCTION OF MN, I	Yes	No	No	USD	07/16/2019	271,274.40
		80674	173129	Check	15699	1	CULINEX	Yes	No	No	USD	07/16/2019	2,381.69
		80665	173130	Check	10069		DALCO	Yes	No	No	USD	07/16/2019	2,116.21
		80666	173131	Check	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	07/16/2019	138.44
		80677	173132	Check	2331		EGAN COMPANY	Yes	No	No	USD	07/16/2019	4,500.00
		80669	173133	Check	14517		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	07/16/2019	32,300.00
		80685	173134	Check	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	07/16/2019	2,636.00
		80680	173135	Check	4331		M.A.S.P.	Yes	No	No	USD	07/16/2019	40.00
		80679	173136	Check	4156		M.E.S.P.A.	Yes	No	No	USD	07/16/2019	934.00
		80678	173137	Check	4087		MCDOWALL COMPANY	Yes	No	No	USD	07/16/2019	1,808.00
		80668	173138	Check	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/16/2019	16,499.00
		80672	173139	Check	15566		PC PARTS PLUS, LLC	Yes	No	No	USD	07/16/2019	755.84
		80683	173140	Check	5194		PRINCETON PUBLIC UTILITIES	Yes	No	No	USD	07/16/2019	76,284.54
		80682	173141	Check	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	07/16/2019	39.00
		80684	173142	Check	8024	2	SCHOOL FINANCES	Yes	No	No	USD	07/16/2019	3,500.00
		80670	173143	Check	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	07/16/2019	35,980.00
		80671	173144	Check	15408		TEXTHELP INC	Yes	No	No	USD	07/16/2019	5,250.00
		80675	173145	Check	16299		TRUSTED EMPLOYEES	Yes	No	No	USD	07/16/2019	10.00
		80673	173146	Check	15672		VKIDZ HOLDINGS, INC.	Yes	No	No	USD	07/16/2019	1,884.45

Bank Total: 001  
Report Total:

\$904,926.65  
\$904,926.65

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR MAY 2019**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	12,794,423.25	4,592,275.97	3,360,067.28	(16,167.70)	14,026,631.94
<b>02 Food Service</b>	578,034.15	185,587.50	171,985.51	3,572.66	591,636.14
<b>04 Community Service</b>	477,824.00	150,954.03	149,799.49	(5,775.07)	478,978.54
<b>06 Building</b>	4,369,287.64	8,371.98	22,848.21	0.00	4,354,811.41
<b>07 Debt Service</b>	836,276.76	632,375.15	0.00	0.00	1,468,651.91
<b>10 Activities</b>	148,197.23	45,537.56	55,434.01	14,803.55	138,300.78
<b>TOTAL</b>	<b>19,204,043.03</b>	<b>5,615,102.19</b>	<b>3,760,134.50</b>		<b>21,059,010.72</b>

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>1,359,022.26</b>
<b>MSDLAF+</b>	<b>7,034,774.93</b>
<b>Investments (Fd01)</b>	<b>9,010,971.81</b>
<b>Facility Bond (Fd06)</b>	<b><u>4,358,102.13</u></b>
	<b>21,762,871.13</b>
<b>O/S Accts Pay Checks</b>	<b>(306,422.31)</b>
<b>O/S Payroll Checks</b>	<b>(5,875.41)</b>
<b>O/S Wires</b>	<b>(393,171.69)</b>
<b>NSF Checks</b>	<b><u>1,609.00</u></b>
<b>TOTAL</b>	<b>21,059,010.72</b>

**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JUNE 2019**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	14,026,631.94	2,906,086.68	3,397,664.25	(1,479.27)	13,535,054.37
<b>02 Food Service</b>	591,636.14	97,543.16	113,369.99	(3,108.98)	575,809.31
<b>04 Community Service</b>	478,978.54	117,297.01	117,931.37	(1,159.71)	478,344.18
<b>06 Building</b>	4,354,811.41	0.00	100,324.85	0.00	4,254,486.56
<b>07 Debt Service</b>	1,468,651.91	635,416.52	0.00	0.00	2,104,068.43
<b>10 Activities</b>	138,300.78	33,189.29	24,878.38	0.00	146,611.69
<b>TOTAL</b>	21,059,010.72	3,789,532.66	3,754,168.84		21,094,374.54

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>800,487.47</b>
<b>MSDLAF+</b>	<b>4,444,331.08</b>
<b>Investments (Fd01)</b>	<b>12,021,906.26</b>
<b>Facility Bond (Fd06)</b>	<b><u>4,254,486.56</u></b>
	<b>21,521,211.37</b>
<b>O/S Accts Pay Checks</b>	<b>(336,269.19)</b>
<b>O/S Payroll Checks</b>	<b>(6,011.11)</b>
<b>O/S Wires</b>	<b>(86,310.53)</b>
<b>NSF Checks</b>	<b><u>1,754.00</u></b>
<b>TOTAL</b>	<b>21,094,374.54</b>

## Princeton Public Schools - ISD #477

### Wire Transfer Report

June 18, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
5/15/2019	\$ 624,674.85	ACH File Transfer
5/15/2019	\$ 205,255.74	Federal Tax Wire Transfer
5/15/2019	\$ 34,665.63	State Tax Wire Transfer
5/15/2019	\$ 21,353.57	Select Account HSA
5/15/2019	\$ 1,080.86	MN Revenue
5/15/2019	\$ 102,269.01	TRA File Transfer
5/15/2019	\$ 40,197.57	PERA File Transfer
5/15/2019	\$ 255.50	MN Child Support File Transfer
5/15/2019	\$ 37,896.92	TSA File Transfer
5/31/2019	\$ 638,720.57	ACH File Transfer
5/31/2019	\$ 210,245.36	Federal Tax Wire Transfer
5/31/2019	\$ 35,799.29	State Tax Wire Transfer
5/31/2019	\$ 21,512.57	Select Account H S A
5/31/2019	\$ 408.22	MN Revenue
5/31/2019	\$ 104,528.04	TRA File Transfer
5/31/2019	\$ 40,800.90	PERA File Transfer
5/31/2019	\$ 255.50	MN Child Support File Transfer
5/31/2019	\$ 37,265.03	TSA File Transfer
6/5/2019	\$ 14,618.49	BMO Harris Bank - (Pcards)
6/5/2019	\$ 244.00	MN Revenue - (Sales tax)
5/2/2019	\$ 2,874.59	Further
5/9/2019	\$ 802.01	Further
5/16/2019	\$ 1,091.65	Further
5/20/2019	\$ 351.70	Further
5/23/2019	\$ 1,996.82	Further
5/30/2019	\$ 399.68	Further
<b>TOTAL</b>	<b>\$ 2,179,564.07</b>	

## Princeton Public Schools - ISD #477

### Wire Transfer Report

July 16, 2019

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
6/14/2019	\$ 1,052,080.78	ACH File Transfer
6/14/2019	\$ 345,519.20	Federal Tax Wire Transfer
6/14/2019	\$ 59,699.19	State Tax Wire Transfer
6/14/2019	\$ 21,418.57	Select Account HSA
6/14/2019	\$ 1,104.94	MN Revenue
6/14/2019	\$ 191,248.84	TRA File Transfer
6/14/2019	\$ 39,983.54	PERA File Transfer
6/14/2019	\$ 255.50	MN Child Support File Transfer
6/14/2019	\$ 37,144.82	TSA File Transfer
6/28/2019	\$ 560,178.32	ACH File Transfer
6/28/2019	\$ 188,239.95	Federal Tax Wire Transfer
6/28/2019	\$ 32,944.77	State Tax Wire Transfer
6/28/2019	\$ 17,916.53	Select Account H S A
6/28/2019	\$ 408.22	MN Revenue
6/28/2019	\$ 104,206.66	TRA File Transfer
6/28/2019	\$ 19,280.87	PERA File Transfer
6/28/2019	\$ 255.50	MN Child Support File Transfer
6/28/2019	\$ 31,200.86	TSA File Transfer
7/5/2019	\$ 19,884.54	BMO Harris Bank - (Pcards)
7/1/2019	\$ 998.00	MN Revenue - (Sales tax)
6/6/2019	\$ 1,434.30	Further
6/13/2019	\$ 2,085.62	Further
6/20/2019	\$ 1,080.72	Further
6/20/2019	\$ 350.75	Further
6/27/2019	\$ 3,584.65	Further
	\$	
<b>TOTAL</b>	<b>\$ 2,732,505.64</b>	



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Friends of the Sherburne NWR, Inc.

Description of gift: a check for \$500

Pre-Condition, Condition, or Limitation on use: 4<sup>th</sup> grade  
students would visit the Refuge on field trips.

How this gift specifically relates to the program or school: \_\_\_\_\_  
With our new school forest and nature  
studies it fits perfectly with our curriculum.

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted

[Signature] Staff Name \_\_\_\_\_ Date: 6/20/19  
Principal or Director

Accepted  Not Accepted

[Signature] \_\_\_\_\_ Date: 7/10/19  
Superintendent

Accepted  Not Accepted

\_\_\_\_\_  
School Board Chairperson

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

Routeing:

Principal or Director (thank you note attached)

Copy to Building

Business Services

Board Approval

**2019 Spring Refuge trip "Invoice" for Busing**

**Thank you Friends of the Refuge for your pending donation of \$500 for the 4th grade spring visits.**

**These are the classes and dates of our trips:**

**May 2: Lenk/Nyboer AM, Pollard/Ryan PM**

**May 6: A.Ruzek/Kisch AM, Sikkink & C. Ruzek PM**

**May 9: Johnson/Schmatz PM**

**We appreciate your donation for the busing. We especially appreciate all the volunteers that showed the kids the amazing habitat of the Sherburne County National Wildlife Refuge!**

**The check can be made to Princeton Schools and mailed to Princeton Intermediate (attn to Kim Myers), 1202 7th Ave N., Princeton, Mn 55371**

**Thank you,  
Becky Pollard  
763-389-6816**

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: Jennifer Olson  
31806 147th St.  
Princeton, MN

Description of gift: Trombone for donation.

Pre-Condition, Condition, or Limitation on use:

m. 5. Band Program, Band students  
will have access to this Trombone  
when their instruments are in repair.

How this gift specifically relates to the program or school:

Middle School band students  
will have this instrument  
available to them.

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Date: 6/12/19  
Principal or Director

Accepted  Not Accepted [Signature] Date: 6/18/19  
Superintendent

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

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

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

Board Approval

Revised: May 14, 2013



# PRINCETON

MIDDLE SCHOOL



COPY

Monday, June 3, 2019

Dear Jennifer,

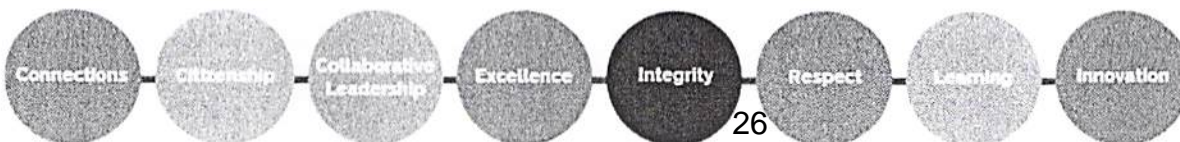
On behalf of the Princeton Middle School and the Music Department, I would like to thank you for your generous donation of the trombone. It will be great for students to have access to the trombone when their instrument is in repair.

Thank you again for your thoughtfulness and generosity.

With Appreciation,

Carol Fillafer  
Princeton Middle School  
Music Department

## Core Values



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: Pizza Barn

Description of gift: proceeds from selling "Fluff deserts" at Concerts.  
Check #11141, \$239.<sup>00</sup>

Pre-Condition, Condition, or Limitation on use:  
Band activities; for the Band Activity account  
#10-310-298-259-000-401

How this gift specifically relates to the program or school: Funds to be used towards band activities.

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Date: 6/10/19.  
Principal or Director

Accepted  Not Accepted [Signature] Date: 6/19/19  
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: May 14, 2013

8D10a  
DEPOSIT TICKET 75-1041/960

PRINCETON PUBLIC SCHOOLS  
706 1ST ST  
PRINCETON, MN 55371

**BremerBank**  
800-908-BANK (2265)  
Bremer.com

DATE *June 10, '19*  
DEPOSIT NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	0	
COIN	0	
CHECKS (SEE ENCL. FOR DETAILS)	239	00
1 11141		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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14		
15		
16		
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23		
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25		
26		
27		
28		
29		
30		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE PRINT TOTAL HERE		239.00

*Princeton Middle School*

\$ *239.00*

⑆096010415⑆ 00078000⑆ 500

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

11141

**PIZZA BARN OF PRINCETON LLC**  
128 N RUM RIVER DRIVE NORTH  
PRINCETON MN 55371  
763-389-4663

**BremerBank**  
800-908-BANK (2265)  
Bremer.com  
75-1041/960

May 22, 2019

AMOUNT \$ 239.00

VOID AFTER 90 DAYS

*Carol Puccio*  
AUTHORIZED SIGNATURE

Memo:  
PAY TO THE ORDER OF:  
Two Hundred Thirty-Nine and 00/100 Dollars  
PRINCETON MIDDLE SCHOOL BANDS  
1100 82nd AVENUE  
PRINCETON, MN 55371

⑆096010415⑆ 203447203⑆

Security features. Details on back.

Pizza Bars Staff,

Thank you so much for  
your generous donation  
from selling your fluff  
deserts at our Middle  
School Concerts!

we greatly appreciate  
all you do for our school  
and the community!

Don Voe



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Wells Fargo Community Support Campaign

Description of gift: Donations from Wells Fargo Employee - Educational Matching Gifts program

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

How this gift specifically relates to the program or school: We will put this money into our student activity account to use for students through the school year.

This gift meets all requirements of Policy 706 \_\_\_\_\_

Accepted  Not Accepted [Signature] Staff Name  
Principal or Director Date: 6/5/19

Accepted  Not Accepted [Signature]  
Superintendent Date: 6/18/19

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



YourCause, LLC Trustee for  
Wells Fargo Foundation Educational Matching Gifts Program  
6111 W. Plano Parkway, Ste 1000YC  
Plano, TX 75093

CHECK NO. 1000184630  
DATE 5/7/2019  
PAGE 1 OF 1

**Memo**

**Donor Information:**

In an effort to become more eco-friendly, YourCause will no longer print donation information on paper checks. Donor information related to these funds can be accessed at <https://npo.yourcause.com/>.

If you are accessing [npo.YourCause.com](https://npo.YourCause.com) for the first time, begin by clicking on 'Register Now' to begin the application process for gaining administrator privileges for your account. Please allow 24 hours for your administrator application to be reviewed. Once approved, you may log into your account and select the 'Donor Details' and search by check number or check date. Note: this is the only method to obtain the donor details for checks issued by YourCause.

In addition to accessing the donor details, we encourage you to update your organization's profile and post volunteer opportunities for the YourCause network.

If you have any questions or concerns, please contact our Non-Profit Support Team at [charity@yourcause.com](mailto:charity@yourcause.com).

By cashing this check, you agree that your organization does not discriminate on the basis of race, ethnicity, color, gender, national origin, age, sexual orientation, gender identity, genetic information, physical or mental disability, pregnancy, marital status, status as a protected veteran or any other status protected by federal state or local law. If you cannot agree to this statement, do not cash this check and contact [WellsFargo-Support@yourcause.com](mailto:WellsFargo-Support@yourcause.com)

*\$30<sup>w</sup> check*

**ACH:**

**Want to improve the speed, efficiency, and security of your donors' gifts?**

Registering to receive ACH payments online ensures that you will receive secured payments 3 weeks faster than paper checks. Registration is FREE! Register at [YourCause.com](https://www.yourcause.com), or visit <https://www.fisintegratedpayables.com/payments/login.aspx> and use your organization's unique registration code **BDFB791D** to enroll today. If you have any questions regarding your ACH enrollment, please contact FIS at [agp.jax.vendorenrollment@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com).



YourCause, LLC Trustee for  
 Wells Fargo Community Support Campaign  
 6111 W. Plano Parkway, Ste 1000YC  
 Plano, TX 75093

CHECK NO. 1000185384

DATE 5/7/2019

PAGE 1 OF 1

**Memo**

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*\$30<sup>00</sup>  
check*

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YourCause, LLC Trustee for  
Wells Fargo Foundation Educational Matching Gifts Program  
6111 W. Plano Parkway, Ste 1000YC  
Plano, TX 75093

CHECK NO. 1000190914  
DATE 5/13/2019  
PAGE 1 OF 1

Memo

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By cashing this check, you agree that your organization does not discriminate on the basis of race, ethnicity, color, gender, national origin, age, sexual orientation, gender identity, genetic information, physical or mental disability, pregnancy, marital status, status as a protected veteran or any other status protected by federal state or local law. If you cannot agree to this statement, do not cash this check and contact [WellsFargo-Support@yourcause.com](mailto:WellsFargo-Support@yourcause.com)

ACH:

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FOR SECURITY PURPOSES, THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK



YourCause, LLC Trustee for  
Wells Fargo Foundation Educational Matching Gifts Program  
6111 W. Plano Parkway, Ste 1000YC  
Plano, TX 75093

CHECK NO. 1000190914

BBVA Compass  
88-1054/1130

Check

DATE	AMOUNT
5/13/2019	\$*****30.00

PAY EXACTLY Thirty And 0/100 Dollars

PAY TO THE ORDER OF SOUTH ELEMENTARY  
1206 7TH AVE N  
PRINCETON, MN 55371-1002

1246

VOID after 90 Days

AUTHORIZED SIGNATURE  
SIGNATURE HAS A BLUE-GREEN BACKGROUND • BORDER CONTAINS MICROPRINTING. MP

5/15/19 → 2/30<sup>th</sup> checks to ...  
5/20/19 - 1/30<sup>th</sup> check



YourCause, LLC Trustee for  
Wells Fargo Community Support Campaign  
6111 W. Plano Parkway, Ste 1000YC  
Plano, TX 75093

CHECK NO. 1000205886

DATE 5/16/2019

PAGE 1 OF 1

Memo

Donor Information:

In an effort to become more eco-friendly, YourCause will no longer print donation information on paper checks. Donor information related to these funds can be accessed at <https://npo.yourcause.com/>.

If you are accessing [npo.YourCause.com](https://npo.YourCause.com) for the first time, begin by clicking on 'Register Now' to begin the application process for gaining administrator privileges for your account. Please allow 24 hours for your administrator application to be reviewed. Once approved, you may log into your account and select the 'Donor Details' and search by check number or check date. Note: this is the only method to obtain the donor details for checks issued by YourCause.

In addition to accessing the donor details, we encourage you to update your organization's profile and post volunteer opportunities for the YourCause network.

If you have any questions or concerns, please contact our Non-Profit Support Team at [charity@yourcause.com](mailto:charity@yourcause.com).

ACH:

Want to improve the speed, efficiency, and security of your donors' gifts?

Registering to receive ACH payments online ensures that you will receive secured payments 3 weeks faster than paper checks. Registration is FREE! Register at [YourCause.com](https://www.fisintegratedpayables.com/payments/login.aspx), or visit <https://www.fisintegratedpayables.com/payments/login.aspx> and use your organization's unique registration code **98214E25** to enroll today. If you have any questions regarding your ACH enrollment, please contact FIS at [agp.jax.vendorenrollment@fisglobal.com](mailto:agp.jax.vendorenrollment@fisglobal.com).

FOR SECURITY PURPOSES, THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK



YourCause, LLC Trustee for  
Wells Fargo Community Support Campaign  
6111 W. Plano Parkway, Ste 1000YC  
Plano, TX 75093

CHECK NO. 1000205886

BBVA Compass  
88-1054/1130

Check

DATE	AMOUNT
5/16/2019	\$*****30.00

PAY EXACTLY Thirty And 0/100 Dollars

VOID after 90 Days

PAY TO THE ORDER OF SOUTH ELEMENTARY  
1206 7TH AVE N  
PRINCETON, MN 55371-1002

4225

AUTHORIZED SIGNATURE  
SIGNATURE HAS A BLUE-GREEN BACKGROUND. BORDER CONTAINS MICROPRINTING. MP



PRINCETON PUBLIC SCHOOLS  
**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: Princeton High School

Description of gift: Princeton High School Sporting Pass (one free admission)  
(450+ x \$4.00)

Pre-Condition, Condition, or Limitation on use: Passes would be used as an incentive prize for Primary students raising money through Primary Walk-a-thon fundraiser.

How this gift specifically relates to the program or school: This incentive prize for Primary's healthy and active walk-a-thon fundraiser promotes school spirit and physical activity while supporting our High School sports!

This gift meets all requirements of Policy 706 Lisa A. Beckius  
Staff Name

Accepted  Not Accepted [Signature] Date: 5/22/19  
Principal or Director

Accepted  Not Accepted [Signature] Date: 6/18/19  
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

---

**America's Farmers Grow Communities - Winner's Kit**

---

Gerrad Unger <gerrad.b.unger@monsanto.com>  
To: "michelle.czech@isd477.org" <michelle.czech@isd477.org>

Tue, Jul 2, 2019 at 1:00 PM



Hello ,

Congratulations on your 2019 America's Farmers Grow Communities award. The Bayer Fund, has officially approved your organization to receive a \$2,500 donation directed by a local farmer. The following links will provide support materials to assist you with the next steps in the awards process.

The nonprofit winner kit provides guidance for fulfilling your requirements and spreading the word about your award. It includes the following: recognition requirements, logo usage guidelines, sharing your story with local media, submitting your progress report, submitting a photo and media clip, and sharing your story on social media.

[Grow Communities Press Release](#)

The local press release template can be used to share your story with local media in your community. Simply fill in the highlighted portions and send to your local media contacts.

[2019 Grow Communities Winner Kit](#)

Social media profile images can be used on Facebook and Twitter to spread the word that your organization is a proud recipient of an America's Farmers Grow Communities donation.

[Grow Communities Facebook Profile Image](#)

[Grow Communities Facebook Cover Image](#)

[Grow Communities Twitter Profile Image](#)

[Grow Communities Twitter Cover Image](#)

Please take time to download and review the materials provided before the new expiration date is 8/1. If you require new links contact me or call 877-267-3332. If you have any questions, please let me know. Thank you for celebrating America's Farmers and their impact on rural communities!


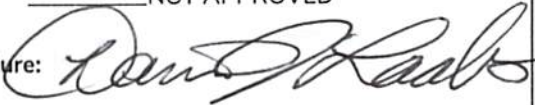

Sincerely,

Gerrad Unger  
America's Farmers Specialist  
America's Farmers Grow Communities  
The Bayer Fund



# FUNDRAISING APPROVAL FORM

Date of fundraiser: <u>School 2019-2020 Year</u>		Projected profit: <u>\$0</u>	Amount earned:	
Group or organization proposing the fundraiser: <u>Student Council</u>			Item(s) being sold: <u>Various school spirit &amp; other items</u>	
Company/organization supplying items to be sold: <u>Coborns, Andersons, Food Service, Others</u>				
The money raised will be used for: <u>Future School Activities</u>				
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>			Place a checkmark beside each box to indicate whether the criteria for fundraising are met.	
			Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.		X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).			
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.			X
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.		X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.			X
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.		X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		X	

8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> <li>• K-8: Only allowed if a parent or guardian is with the student</li> <li>• 9-12: Groups of two or more students working together.</li> </ul>	X	
I have reviewed Policy #511 Fundraising and agree to its provisions: Date: 5/31/18 Teacher/Sponsor Signature: 			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED Date: 6/5/19 Administrator Signature:  Date: 6/18/19 Superintendent Signature:  Date: School Board Chair Signature:			

## Changes to Intermediate School Handbook 2018-2019

1. Page 8 – changed paragraph 2 and the Parent/Guardian Guide and Refusal for Statewide Testing

2. Page 16 - Change to apparel #2 from:

Clothing of a revealing and/or distracting nature such as short pants, tops, and dresses, exposed underwear, bra straps, wallet chains or low riding pants may not be worn to school. Students may monitor the length of their shorts or skirt. When standing, if they place their arms straight down at their side, they should touch the material of their shorts or skirt. If they touch skin they're too short and they cannot be worn. When monitoring length, the garment should rest freely. Straps need to be the width of at least two fingers.

**To:** Clothing of a revealing nature that exposes undergarments may not be worn to school.

3. Pages 31-35 - Changes to Health Services section as submitted by District Nurse

4. Page 36 – changes to Student Council paragraph.

**From:** Students at IS have an opportunity to assist in meeting the needs of all students. Our student council members gain some experience in student government and assist in school-wide events. It allows students to have a voice in the total operation of the school. It also allows students to funnel concerns to the student council itself.

Students are selected by their teacher and classmates to be a representative on the council, which meets once or twice each month. The council spearheads service projects and student body activities.

**To:** Fourth and fifth grade students at the IS have an opportunity to be a part of the cLic student leadership team. cLic stands for Creating leaders and Intentional Culture. cLic members work together to not only create connections among students through kindness and anti-bullying projects thorough out the school, but also assist in school-wide events. cLic students go through a half-day, student leadership training in September which teaches conflict resolution, team-building and school spirit. cLic allows students to be a voice in the total operation of the school. Students are selected by application and teacher referrals to be a cLic student leader, which meets once each month. cLic spearheads service projects and student body activities and promotes school and community leadership.

5. Page 38 – additions of links for district policies



**PRINCETON**  
INTERMEDIATE SCHOOL

Home of  
Tiger Pride

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Dear Students and Parents:

Welcome to the Intermediate School Family! We serve approximately 750 students in grade 3 – 5. The school was built in 1969, but was extensively remodeled in 2011. We have created an optimally safe and positive learning environment for each and every child and adult here.

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Princeton Intermediate community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, IS staff will do their best to make positive decisions based on the information we have.

We want all students to be happy at school and to learn all that they possibly can. Student success is very important. To make sure students are successful we have a program called **Tiger Pride**:

### **I will Respect.....Myself.....Others.....Property.....Community**

Tiger Pride addresses the entire school; classroom, hallway, bus, cafeteria and lunchroom. Our goal is to work as a team to learn more, support each other and have fun in the process. We have seen an overall reduction in major office referrals since we began using Tiger Pride in 2005. We strive to give each student the level of support they need to be successful both academically and socially.

Please contact us if you have questions, comments or concerns about what is found within these pages. Additional information can be found on our district web page at [www.isd477.org](http://www.isd477.org).

We look forward to another fantastic school year!

Sincerely,

John Beach, Principal

Amy Allen, Dean of Students

### **Parent/Student Handbook Form – Intermediate School**

**We have reviewed the Intermediate School Parent/Student Handbook and are aware of the information/expectations at Princeton Intermediate as listed in the handbook.**

**Please sign and leave in the assignment log.**

---

**Parent/Guardian's Signature**

---

**Student Signature**

---

**Date**

Intermediate School Focus

At IS, we update our goals every fall. We will continue to focus on helping each child grow academically and socially.

Our goals focus on student and school-wide growth/ success in math, reading, as well as social and emotional learning.

IS is a model Positive Behavior Supports and Interventions (PBIS) school for the state. We just call it Tiger Pride. With this program, we continue to create a safe and positive environment for our parents, students, and staff.

We are committed to maintaining our positive school culture!

### Hours

Our school day is 8:15 am – 2:45 pm  
Our office is open from 7:00 am – 3:30 pm

#### Principal

John Beach

#### Secretary

Kim Myers

#### Assistant Secretary

Laura Pipenhagen

### School Board Members

Deb Ulm	763-234-7645	Sue VanHooser	763-389-5271
Eric Strandberg	763-226-7664	Eric Minks	763-238-1571
Jim Tomskey	612-812-2784	Chad Young	763-389-5314
Howard Vaillancourt	389-3627		

### Administration

Ben Barton	Superintendent of Schools	389-6190
Michelle Czech	Director of Business Services	389-6183
Barb Muckenhirn	High School Principal	389-6010
Dan Voce	Middle School Principal	389-6750
Sarah Marxhausen	Princeton Primary Principal	389-6902
Erin Dohrman	Special Ed Coordinator	389-6191
Deanna Cooley	Food Service Director	389-6162
Gwen Anderson	Director of Community Ed.	389-6199
Jessica Town-Gunderson	Dir. Of Teaching & Learning	389-7278
Jason Senne	Human Resources Coordinator	389-6181

### SCHOOL TELEPHONE NUMBERS

High School.....	389-4101
Middle School.....	389-6705
Princeton Intermediate.....	389-6801
Princeton Primary School.....	389-6901
Community Education Office.....	389-6198
Swimming Pool.....	389-6057
Palmer Bus Company.....	631-5315

## **E-MAIL DESCRIPTION**

To email a staff member use the following format:

first name.last name@isd477.org

Example: John Beach

[john.beach@isd477.org](mailto:john.beach@isd477.org)

## **ACADEMIC**

### **Assessment and Evaluation**

We give a reading fluency measure (from FastBridge Learning) in the fall, winter, and spring.

### **MCAs**

#### ***What are the Minnesota Comprehensive Assessments (MCAs)?***

The MCA (Minnesota Comprehensive Assessments) is given all students in reading, math, and 5<sup>th</sup> grade science. The MCAs are the statewide tests that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

#### ***Some ways to help students:***

- Be sure students get a good night's sleep and a nutritious breakfast before test taking
- These tests, like our local testing, are done online
- Work with schools to provide experiences that increase achievement
- Read to and with your child
- Encourage students to use math every day. Some math activities they can do include: create a grocery budget, explain charts and graphs from newspaper and magazine articles, divide food portions, use rulers to measure objects, measure a recipe, add prices on a shopping trip, etc.

### **Parent-Teacher Conferences**

Students, parents, and teachers will jointly establish academic and social goals for the school year during conferences. Students will be involved and it will be necessary for them to attend this goal setting conference and all other conferences held throughout the year.

We have all-school conferences two times a year. On October 21 and February 18 conferences times will be between 11 am and 7 pm. Teachers can work out additional times if needed to accommodate schedules.

Again, it is very important that parents and students jointly attend the fall conference to plan together.

### **Standards-Based Learning**

We have worked over the last several years to keep our focus on what student's need to know and be able to do. We make sure each child is aware of their learning – where they are and where they are going. We use a variety of materials to meet the needs of our students so that they can be successful applying the standards they have learned.

### **Specialists**

At the Intermediate School, students have the opportunity to participate in art, music, physical education, and technology. Students have the opportunity to explore these areas throughout the school year.

### **Homework and Student Daily Work**

The amount of homework varies with the age of the child and the requirements of each teacher. Please contact your child's teacher if you have concerns about homework.

### **Vacation Homework**

If you are going on a vacation during the school year, your child's work will be given to them after they return. They will have an equal number of days to complete the work as school days missed.

## **SCHOOL BEHAVIOR EXPECTATIONS**

### **Behavior and Discipline Policy**

#### **I. Behavior Guidelines**

##### **A. Philosophy**

Discipline is learned and should be taught in the home, school and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of this policy is to

develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or redirecting inappropriate behavior, rather than on punishment. The goal of this process is to re-teach and reinforce the expected behavior and encourage the student to make more positive choices in a similar situation in the future. All students will be made aware of the consequences of any misbehavior with fair, firm and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the responsibilities and rights of the individual and those of the group. We expect that they will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year talking about Tiger Pride. We have a matrix for what Tiger Pride looks like in each area of the school. We also show videos promoting Tiger Pride frequently. Parents are asked to go over these guidelines with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

It may also be helpful to refer to district policies 501 – Weapons, and 506 – Student Discipline, and 706 – Transportation if you want to learn more about our expectations.

Some basic rules and regulations need to be established to assist the school in setting up and maintaining appropriate learning settings for children. Our focus is on **TIGER PRIDE** –

**RESPECT FOR  
MYSELF  
OTHERS  
PROPERTY  
AND COMMUNITY**

B. Expectations

In GENERAL, students are expected to:

- Follow school rules - show Tiger Pride
- Follow staff's first request
- Use polite tone and words when speaking
- Keep hands, feet and objects to ourselves
- Care for personal belongings and school property
- When buses arrive students are to report to breakfast or their classroom
- Use the appropriate voice level for the setting

And to **NOT**:

- Chew gum on the school premises
- Wear hats or bandanas in the school building
- Bring toys to school
- Throw objects such as rocks, sticks, mulch, snow/ice, food, or other inappropriate objects at the bus stop, on the bus, or on school premises

In the HALLS, students are expected to:

- Walk, with an appropriate voice level, on the right side of the hallway
- Have a pass from their teacher if they are not with their class

In the RESTROOMS, students are expected to:

- Use inside voices
- Respect the rights of others in the bathroom
- Use and treat the space appropriately
- Put paper towels and other trash in trash cans
- Return to class as quickly as possible

In the CAFETERIA our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. In this area students are expected to:

- Wait calmly in the serving line, keeping hands and feet to self
- Remain seated in assigned area

- Raise their hands, if they need help or are ready to be dismissed
- Keep all food inside the cafeteria
- Use an inside voice
- Put all trash in proper cans
- Have everything they need to go outdoors (in their locker) before coming to the cafeteria
- Exit for recess unless their teacher picks them up or they have a note from a teacher indicating a change
- All children will be expected to take a turn washing tables and supervising trash disposal as part of our Tiger Troopers program one time over the course of the year.

On the PLAYGROUND, students are expected to:

- Use Stop, Walk, and Talk when needed
- Respectfully follow playground staff directions
- Stay within the boundaries of our playground and away from coned off areas
- Play away from all classrooms and windows so that other students are not disturbed
- Remain on the playground at all times unless you have a pass
- Line up as soon as the signal is given
- Use climbing equipment safely (avoid waiting, immediately go down the slides feet first)
- Refrain from using physical aggression - real or “playing”
- Football must be one-hand touch – sign the contract to play
- Play only those games that allow everyone to enjoy recess safely
- Play chasing and tag games away from the playground equipment or wood chip area
- Keep rocks, sticks, mulch, dirt, snow/ice, etc on the ground
- Report all accidents, injuries, and other concerns to one of the adults on duty immediately
- Use respectful and non-threatening language and actions
- Only chase other students when all students in the game want to be chased. Once a child says STOP, then that child should no longer be chased.

- Wear appropriate clothing suited for the weather – snow pants and boots need to be worn to play in snowy areas. Closed toe shoes are strongly recommended.
- Keep food off the playground (classrooms may have snack breaks on the playground, but should work to keep the playground litter-free)
- Keep personal electronics and toys away from the playground area
- Be inclusive and fair – use good sportsmanship

(Extra class recess follow the same expectations)

Students are **NOT Allowed** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc (**if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pick-it without any further consequences**).
- Shoes with wheels
- Cosmetics
- Any items that may cause a nuisance as determined by school staff
- Locks of any type
- Baseballs, softballs and baseball bats

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please call the school office if there is a question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

**The school is not responsible for any lost or stolen items.**

## Consequences

At the Intermediate School we use a variety of consequences that are progressive and are logical for the situation. Depending on the situation and the number of

incidents, one or more of the following list may be used. In more serious situations, a warning or student conference may not be the appropriate response.

- Warning
- Conference with Student
- Parent Contact
- Lunch/ Recess Detention
- Stop and Think Room
- Detention
- In-School Suspension
- Out-of-School Suspension
- Referral to School Social Worker
- Referral to a Police Officer

We have a year-end carnival at IS to celebrate Tiger Pride. We make sure that all students are able to participate in this event. However, students may miss a small part of this event due to major behaviors that have occurred during the school year.

### **Stop and Think Room**

We have a room at the Intermediate School for students that need to review and be re-taught school behavior expectations. This room is used after classroom interventions have not worked or the behavior is serious enough to begin with. Students have the opportunity to problem solve and figure out other ways to handle similar situations in the future. The program is also used for in-school suspension and lunch detention. After the student has completed the problem solving process, they work on their schoolwork.

## **City of Princeton – Title 6 Nuisances and Offenses**

### **635.01 Unlawful Actions**

(A) It shall be unlawful for any person to remain in a public or private school building or upon the grounds and office after being requested to leave the premises by the school principal or other person lawfully responsible for the control of the premises.

(B) It shall be unlawful for any person, whether on or off school premises, willfully to annoy, disturb, interfere with or obstruct any classroom instruction teaching program or other school organization or assembly being conducted upon the premises of any public or private school.

(C) It shall be unlawful for any person, whether on school property or on property contiguous to school property, to interfere with school bus loading and unloading or to obstruct school buses in their safe operation.

### **635.99 Penalty**

Any person violating any provision of this chapter shall be guilty of a petty misdemeanor.

### **Severe Behaviors**

Behavior that is severely inappropriate or dangerous to the student or others will result in the student's removal. Restraint may be utilized, as a last resort, to remove the child from an area if they are in danger of hurting themselves or others. Parents will be contacted if their child needs to be removed from the school. The police liaison officer will be called if necessary.

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

**Each situation is different and processed with care. The decisions made are based on all information available to us. Any parent that questions a consequence given their child is welcome to call or visit with the child's teacher and/or the principal/dean.**

### **Apparel**

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

1. Footwear must be worn at all times
2. Clothing or items of dress showing drawings of or reference to any illegal drug, tobacco, alcoholic beverages, or other substance is prohibited. Obscene writing, drawings, t-shirt transfers indicating

inappropriate messages, or depicting weapons or violence may not be on clothing worn to school. Articles of clothing representing or suggesting gang membership or displaying gang insignia will not be accepted

3. No items such as hats, scarves on heads, backpacks, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

When an infraction of the dress guidelines occurs, a staff member may ask the student to change into clothing that he or she may have, go to the office for a change of clothing, and/or parent contact.

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

### **Bullying**

Minnesota has passed the Safe and Supportive Schools Act The school district will be updating our policies in accordance with this new act. General definitions that we will be following include:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It is objectively offensive, *and*
- c. The conduct involves an imbalance of power and is repeated, *or*
- d. The conduct materially and substantially interferes with a student’s education or ability to participate in school activities.

Behavior that occurs at school, on buses or school events is included. Electronic/ “online” behavior that occurs off school premises but “substantially and materially disrupts” the school or “learning” can be included as bullying as well.

Parents may tell their children to strike back at bullies. Usually, that creates more problems than it solves. But if you’re being bullied, you *aren’t* helpless. You can do some things that may stop the bullying. Here are some things you might try:

- **Tell a friend.** Ask your friend to help you - it’s tougher to pick on a person who has someone there for support.
- **Walk away.** It’s harder to bully someone who won’t stand still to listen.

- **Chill out.** Bullies seem to target kids who respond to their taunts - children who cry easily or children who have a tendency to fly off the handle. So try hard not to show any emotion. Practice by looking in a mirror if you have to. It's no fun to bully someone who doesn't seem to care.
- **Try not to be alone** in places where the bully picks on you. This may mean you need to sit in a different place on the bus or take a different way to school.
- **Don't fight back.** Usually, bullies are bigger and stronger than you are. If you try to fight, you could get hurt. You could make the situation worse. Or you could even get blamed for starting the fight.
- **Write it down.** Keep track of what happens, dates, times, places. Write down exactly what the bully says

Whether you are at school, on the school bus, or walking to and from school - it is always okay to tell a teacher or adult at school. Telling an adult about a situation where someone is getting hurt verbally or physically is not tattling. Ask for help when you need it.

### **Stop, Walk and Talk**

Ask your child about Stop, Walk and Talk. Practice some situations when it may be good to use.

### **COMMUNICATIONS**

Communication between home and school is vital! We encourage you to call or email your child's teacher whenever you have a concern. Please note that your child's teacher will be teaching for the majority of the day and may not be available to talk at the time you called, but they will get back to you.

Each week we will be sending a 60 second update using our Skyward system. You'll receive an email and a phone call. The information will be focused on current and upcoming events. Additionally, most notices about school and community events will be sent home on Friday in a special folder called the **Friday Folder**. Please check your child's backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these too, and contact the teacher with any questions.

The **IS Notes** is our school's monthly newsletter. It is full of articles about helping children learn, notices about exciting events at the Intermediate School and in the community, and student writing.

## **Who To Call**

Frequently, parents find it beneficial/necessary to communicate regarding concerns about their child. Your child's teacher should always be the first one to be called regarding questions or concerns about his/her progress, work to be completed, peer relationships, etc. IS's secretary or office assistant might best answer questions and/or concerns more general in nature. The number to call is 389-6801.

## **Telephone**

Students are permitted to use the telephone for emergencies only. Please be patient when calling teachers - we expect that they are teaching, so many times they will have to return calls at a later time.

## **Photos/ Video in School/ District Publications/ Media Sites**

Throughout the year, photographs and video are taken in classrooms, around the school, and at school activities. Some of these may be published in local newspapers, Intermediate School, District 477 publications, broadcasted on Tiger Pride News, or shared with other schools in the state or even nationally. Princeton Intermediate gets a lot of attention because of Tiger pride. IS uses YouTube, TeacherTube, and Vimeo to share of efforts with Tiger Pride. Parents may request that their children's photographs and/or video and identifying names not be published or shared. Please make your written request to the principal. (This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.)

## **Transportation**

Bus transportation for the school district is handled through Palmer School Bus 763-631-5315.

## **FOOD SERVICE PROGRAM**

### **Lunch Account Payments:**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. To pay student food service fees, please visit our website at [ISD477.org/family-logins](http://ISD477.org/family-logins). If you do not have your user name and/or password, please contact the building secretary at the school your child attends. There is no minimum payment on line or fees for food service account payments. Lunch payments are collected every morning in the cafeteria 7:30-8:30 am.

### **Lunch Account Balances:**

You may check your child's lunch account balance at any time using the Parent Access link on the school website. Food services sends out a weekly robo call on Thursdays as a reminder for any accounts below \$1.00.

For accounting purposes, we ask that no account be negative at the end of the year. Any balances left in accounts will rollover to the next school year. If you wish to receive low lunch account balance emails; simply go to the Parent Access link. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

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

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. **New forms must be filled out each year.** Forms are mailed to every household in August. Electronic versions of the form are located on the Parent Access Link on the Food Services tab. See instructions on the district website under Family Logins. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does not negate any current negative balances. Students are still accountable for those charges and will be expected to be paid in full as soon as possible.

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

To see current year breakfast, lunch and a la Carte pricing, please visit the district website at [www.isd477.org/departments/food-service](http://www.isd477.org/departments/food-service). Prices are also located on the building menus.

### **Student Lunch Menus:**

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

### **Student Cold Lunches:**

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

If your child rings an item with peanuts, nuts or tree nuts in a packed lunch, they will be asked to sit at the “peanut” table in the lunchrooms to ensure the safety of all students.

**Breakfast Program:**

School breakfast is offered every school day to all students from 8:00-8:25. Those who qualify for free or reduced lunches are also eligible for free breakfast.

**Morning Snack Shop Program:**

Your child can purchase snacks needed for the day during classroom snack time. All they need to do is come to the lunch room during breakfast service. They will be allowed to go through a separate line dedicated to Snack Shop items. They should take those items back to their lockers or classrooms for later in the day. Students must have a positive lunch account balance to purchase items on their lunch number. This program is **NOT** a part of the free/reduced meal plan. Choices offered daily may vary, but all snack items meet the whole grain, reduced sugar, healthy and peanut safe requirements!

**GENERAL INFORMATION/ PROCEDURES**

**AM Arrivals**

Children should not report to school before 7:55 a.m., as we have no adult supervision available, unless your child is enrolled in Tiger Club. Tiger Club runs a group at both the Intermediate School (grades 3-6), and Princeton Primary (grades K-2), locations. Tiger Club hours are 6:00 a.m. to 6:00 p.m. Call Jeff Hauge at 389-6197, to inquire about rates and to enroll your child.

**Arrival & Departure at IS by Car**

Buses arrive between 7:50-8:10 a.m., and leave approximately 2:55p.m., in the back (east side) of the building each day. We ask that when you bring your

students to school, you use the **Front** of the school -- the west side, to drop your child off, or to pick them up. Please pull as far forward as you can when dropping off and picking up your child. Following this procedure saves a great deal of time for those waiting behind you.

Safety and Security – please be aware that only the main doors in front of the school we be open after school has started for the day. All other doors will be locked.

### **Intermediate School Attendance Procedure**

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

According to MN Statute # 260A.02, sub.3, truant is defined as absence without lawful excuse from attendance in school when required to attend. This law requires schools to report truancy to county agencies when concerns are not addressed. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for a child's care to take steps to ensure that a child is educated in accordance with state law. Parents/guardians are responsible for children under 12 years of age to attend school.

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

Attendance becomes a concern when the child's academic progress is affected, or when a pattern of disregard for the importance of schooling begins to develop. The school day at IS is from 8:15 am to 2:45 pm.

If your child will be absent we ask that you contact us at 389-6801 before school begins. If you are unable to call the school be sure to send a note with your child when they return to school. Your child's absence will be considered unexcused until a verbal or written notification has been provided to the school. This notification needs to be given within two days of the absence.

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

- Illness, injury, medical conditions, death in the family
- Appointments, family trips or activities, (we ask that you keep these to a minimum)
- Other reasons on approval of administration

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

- Missed bus, oversleeping, bus suspension

- No phone call, verbal or written communication **within two days** explaining the absence
- No doctor note after 15 absences when note is required for illness

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

The School Social Worker and the Administration monitor attendance concerns.

- 3 unexcused absences: The school social worker will notify the child’s parents or legal guardian according to MN Statute 260A. A copy of the policy will be sent home. Family Ties will be offered to parents/guardians as needed.
- 5 unexcused absences: A parent meeting with administration will be required.
- 7 unexcused absences: The Social Worker will file a report of educational neglect with the county of residence.
- 7 tardies per trimester: The Social Worker will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.
- 15 absences: Due to the excessive number of absences, any further occurrences will require a doctor’s note presented within 2 days of the return to school.

*We want to work with you to help solve attendance concerns before they become problems. Please call us so we can begin working together as soon as possible. Thank you!*

**Bicycles**

Bike racks have been provided for the orderly storage of bikes while students are in school. All bicycles must be parked in those racks. We recommend that students secure bicycles with a lock, since ***the school is not responsible for their safety***. Only ride bikes before or after school.

## **Field Trips**

All students must ride on the bus to the field trip destination. Students may return home with their parent only. All alternative transportation plans must be in place prior to any trip. Each classroom teacher will determine the details in regard to who will be chaperoning and the number of chaperones. In most cases chaperones are the parent or guardian of the child. Exceptions to this guideline are approved by the principal. Each field trip is a little different, but there are standards that apply for all chaperones. Every chaperone is a role model and a supervisor of the children assigned to them. We ask that all chaperones refrain from smoking and being under the influence of drugs or alcohol.

If you are acting as a chaperone, siblings or other children should not be brought along on field trips. The building principal will make final decisions on field trip issues/concerns/requests.

## **Criminal History Background Checks**

The school district has adopted a background check policy (Employment Background Checks, policy #404), the purpose of which is to maintain a safe and healthful environment for its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district requires criminal history background checks for volunteers and may elect to require them for independent contractors, and student employees. Background check applications are found online at [www.isd477.org](http://www.isd477.org), Communities, Volunteers. Follow the directions on the right.

## **Permission Slips**

Throughout the year, students leave the building and community for enrichment activities or for special rewards. A permission slip, signed by a parent/guardian is required. Slips are not required when traveling within the school district. (For example; other buildings, local merchants, Sherburne National Wildlife Refuge).

A master permission slip for the school year will be available on Skyward when you fill out the other forms at the start of the year. You will still be made aware of upcoming field trips, but we need a signed permission form for each child for them to participate on a field trip.

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

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

### **Flexible Learning Days**

In the event of school cancelation due to weather, we have created flexible learning days. Teachers will send home the flex learning menus early in the school year. Students will complete agreed upon activities within a week of the weather event.

### **Lost and Found**

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned into the Lost and Found and are never claimed. We'd urge that parents carry out a labeling system...whether indelible ink or tape sewed on, in order to limit items lost. Parents and/or children should check the lost and found area in the locker area whenever things have been lost or misplaced. Unclaimed items are donated.

### **Lost, Damaged or Destroyed**

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

### **Birthday Treats**

In compliance with our healthy lifestyle initiative, birthday treats have been replaced with a social reward or activity, which is decided in the classroom.

### **Pledge of Allegiance**

The Pledge of Allegiance is recited daily at the Intermediate School. Students may choose not to participate.

### **Release of Child During School Hours**

When you wish to have your child dismissed early, it is necessary for the parent to come directly to the office and check the child out. The child will then be

called to the office. This will keep classroom disruptions to a minimum! No child will be released other than through this procedure.

### **Selling in School**

Students need to get permission from the principal to sell any non-school sponsored items on the school grounds.

### **Snack Breaks**

Some grade levels at the Intermediate School allow a snack break sometime during the day. Please send only a nutritious snack--not candy, chips or sweets. No red juice, peanut products or peanut butter are allowed at IS.

### **Visiting School**

Parents are always welcome to visit the Intermediate School. As a courtesy to the teacher, it would be helpful to know in advance by calling the office. We would like all visitors, upon their arrival, to report to the office so that we may assist and call the teacher. You must sign in and provide a current driver's license. This is a safety issue for your child. Do not go directly to the classroom. The office will assist you.

### **School Visitation by Children**

Students are not permitted to bring other children with them to school as visitors unless the school principal grants special permission no less than one day in advance. Maximum visitation is one full day.

### **Emergency Closings**

In the event it is necessary to close school because of inclement weather, an announcement will be made over WCCO (830), WQPM (1300), KBK, KSTP radio or KARE 11 TV. Do not call our school for this information as it ties up the telephone lines. You may also look on the Princeton Public Schools web site at [www.isd477.org](http://www.isd477.org). The school district Instant Alert System will make parents and staff aware of any emergency closings as well.

### **Weather Procedures - Cold**

During the cold weather months, make a special effort to check your child before sending him/her off to school. Please make the right decision about what to wear, especially if they are responsible for getting themselves ready. Check to see that the clothing worn is appropriate; winter coat, hat/mittens, boots, etc. Just

remember, you'll never be able to predict a bus emergency despite all the weather warnings.

Each day we evaluate up-to-date weather information, which helps us to decide on whether noon recess is to be outside or inside. We do make adjustments when a below zero temperature or below zero wind chill factor exists. However, a child with a valid written medical excuse will be allowed to stay in the building. Basically, we expect everyone to be outside for fifteen to twenty minutes for recess.

**Weather Procedures - Warm**

As spring approaches and we have a warm day or two, students often wear warm weather clothes without any back-up clothes. For sudden shifts in temperature, *PLEASE BE SURE TO CHECK YOUR CHILD'S CHOICES.*

**HEALTH SERVICES**

The Health Services team welcomes any communication or question related to student health. Please visit our webpage at <https://www.isd477.org/departments/health-services>, or find us under the main Princeton page, Departments, Health Services for our monthly newsletter, and additional information regarding our policies, immunizations, illnesses, and downloadable forms.

**Heath Office Contact Information**

Nicole Wyganowski 763 389-6195 fax 763-389-9142

Email for district nurse: [nicole.wyganowski@isd477.org](mailto:nicole.wyganowski@isd477.org)

Health Services Assistants:

High School	763-389-6019	fax 763-389-5816
Middle School	763-389-6723	fax 763-389-6723
Intermediate School	763-389-6803	fax 763-389-6850
Primary School	763-389-6904	fax 763-389-6920

**Emergency Contact Information**

Parents are reminded to update emergency/health information in Skyward Family Access or by contacting the school office. The school needs emergency information immediately even if your child attended IS during the year just completed. ***Whenever you have a change of address or telephone number, call the school office at 389-6801 and tell the Secretary. If an emergency arises and***

*we do not have current information we will make the decision to take your child for treatment if a parent cannot be reached.*

### **Use of Health Services**

The Princeton Public School District in conjunction with a medical provider has established medical standing orders to service our students more efficiently. This notification serves as informed consent, granting permission and authority for our school nurse and health service professionals to provide care as stated per our District Standing Orders. If you wish for your child to NOT participate or receive any over-the-counter medications and interventions listed below please send a signed note to your child's health office opting out of the below interventions.

Over the Counter Medications (administration according to package directions)

- Cough or Lemon Drops
- Generic Calamine-used for visible itching and rashes
- Bandages
- Vaseline-for abrasions or chapped lips
- Orajel-used for tooth or oral pain
- Second Skin Gel Squares-used for minor burns after flushing with cool water
- Salt-Water Gargle-used for sore throat or lost primary teeth
- Soap and Water-used for cleaning wounds
- Sterile Saline Rinse-used for cleansing wounds when soap and water is not available
- Warm Pack-used for headaches, swelling, discoloration or redness for new injury
- Normal Saline Solution-used for eye hydration and contact lens needs

\*Emergency interventions may include, AED/CPR, Oxygen, Albuterol and Epinephrine use.\*

### **Illness, Injury and Emergency**

Students who become ill or injured during the day must report to the Health Office. The Health Services team will determine whether or not a student can continue with the school day and call the parent/guardian (first) and emergency contacts (second) as appropriate. It is not acceptable for students to leave school because of an illness without reporting to the Health Office. Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If we are unable to reach a parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the nearest hospital.

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

- Fever of 100 degrees or more
  - Vomiting
  - Diarrhea (defined as 2 or more incidents)
  - Red eyes/eyelids with pus type drainage
  - Rash that is (or may be contagious)
- Before returning to school students must be:
- Fever free for **24 hours** without using fever reducing medicines
  - Vomiting or diarrhea free for **24 hours**
  - If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
  - For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes etc.) a note from the Health Care Provider is required.

**Health Conditions:** Significant health/medical conditions or allergies requiring specific accommodations, medications, and/or treatments at school should be documented in the Skyward Family Access Portal and **updated documentation must be provided to the health office EACH SCHOOL YEAR.**

This may include the following:

- Medication Authorization Form
- Doctor order or recommendation
- Action Plans (Allergy, Asthma, Seizure, Diabetic, etc.)
- Data Release Form

If you have questions, or your child has a health condition or multiple medical concerns the District Nurse can be contacted to work with you and develop an Individualized Health Plan for your child.

\*Although the LSN may discuss emergency plans with district personnel and appropriate partners such as Palmer Bus Company, medical information will only be given out minimally and on a “need to know basis”. It is ultimately the responsibility of the parent or guardian to submit health information and emergency medications to the bus company as needed.

## **Medications**

Princeton schools recognized that some students may require prescribed or over-the-counter medication during the school day. It is the expectation that parent/guardians will transport oral medications to and from school and students will not be allowed to carry these items. Medications must only be given by the Health Services team or staff that have been trained by the Licensed School Nurse. By Minnesota law and district policy, **NO medications (prescription, over the counter and herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION.** Proper authorization includes a written doctor, Physician’s Assistant, or Nurse Practitioner’s order. If a student needs to take medicine at school during the school day, the parent/guardian should contact the Health Office to obtain the “Medication Authorization Form”. **A new medication order must be submitted EACH SCHOOL YEAR.** Parent/guardian and medical prescriber’s signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber’s order. Medication will be accepted based on Licensed School Nurse discretion and not be administered at school if there are any unanswered questions or incomplete documentation.

**Immunizations:** The State of Minnesota **requires** all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. All required immunizations and immunization records **MUST** be complete and turned into the office no later than 14 days after the first day of school. Students who do not have the required immunizations and immunization records will be **excluded from school and all after school activities.** Students who have a religious, philosophical or medical immunization waiver on file whose immunizations are incomplete but in process, may remain at school. The following documents will be accepted as evidence of a student’s immunization history, provided they comply with State requirements and contain the date when each immunization was administered:

- A record from any school or public health department
- A record from any clinic, or public health certificate signed by a licensed prescriber

### **Screenings**

Vision and hearing screenings are done yearly as part of an education plan evaluation or at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child’s vision or hearing, please notify your buildings Health Services Assistant.

**Allergy Aware Schools:** The district has a policy on the care of students with peanut or food allergies. Food allergy information is shared with food service staff, but Food Service is under no legal obligation to provide special foods or drink to a student with a food allergy who receives free or reduced meals unless the parent/guardian provides the school with a written medical order to avoid certain foods and to have those foods replaced with something different.

**Peanuts/Tree Nuts** – be aware that many people have allergies to foods (especially peanuts and other tree nuts). Some of the classrooms and lunchrooms have specified areas where students are allowed or not allowed to eat peanuts and nuts. Check specific procedures in your child’s school building for details.

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

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

### **Student Health Insurance**

***Student health and accident insurance is no longer provided. Parents are urged to check their personal policies to make sure their children are covered.***

### **VOLUNTEER PROGRAM**

The general purpose of the Intermediate School Volunteer Program is to enrich and enhance our students’ curriculum and to strengthen school/community relations.

We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at IS, as a volunteer, is an important contribution to a child’s educational experience.

Volunteer Handbooks, to further explain the volunteer program, are available at PI. If you would like to be a part of IS’s Volunteer Team, and/or receive a Volunteer Handbook, please contact PI’s Volunteer Coordinator;

***Danielle Opay, 389-7260.***

The staff and students at the Intermediate School invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

## **SPECIAL PROGRAMS**

### **cLic**

Princeton Intermediate is proud to be an official cLic school. cLic stands for Creating Leaders and Intentional Culture. This student leadership program for 4<sup>th</sup> and 5<sup>th</sup> grade students is designed to develop young leaders who will create positive relationships, community connections, and intentional acts of kindness in and out of the classroom. cLic leaders lead throughout the entire school year by planning activities such as the school dance, greeting students in the morning, staff appreciation days and serving in various positions such as running the school store and community service events. Students apply to become a cLic leader every April and are chosen based on dependability, character, positivity, and willingness to serve. cLic prepares students for leadership roles in the middle, high school and beyond.

### **Other**

Students have the opportunity to be involved in the yearly student talent show. Students are involved in field trips throughout the year. The National Sherburne Wildlife Refuge, Children's Theater, Fort Snelling and other locations are visited each year.

### **Release Time**

The Intermediate School is obligated to dismiss students interested in religious release time on Fridays at 1:00 p.m. about twice a month. Students will be returned to IS by 2:30 p.m. Students take a bus to a local church for activities. This activity is not a school-sponsored activity. Students are responsible to make up any missed work.

## **SPECIAL SERVICES**

### **Guidance and Counseling**

A social worker is available for student situations that require attention. The social worker addresses individual student needs, crisis situations, student groups and classrooms.

### **Title I**

Supplemental help is provided for children who need help in math or reading and qualify under Title I guidelines.

**Alternative Delivery of Specialized Instructional Services (ADSIS)**

Similar to our Title I program, the purpose of ADSIS is to provide instruction to assist students who need additional academic support to succeed in school.

## APPENDIX

### DISTRICT-WIDE POLICIES AND PROCEDURES

All of the Princeton Public School policies may be viewed on the web site <https://www.isd477.org/district/policies>. Below are summaries of some of our policies.

### **Mandated Reporting by School Officials**

2017 Minnesota Statute Section 626.556, Subd. 3 requires that “A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement [...]” must report physical abuse, sexual abuse and neglect of children. This law stipulates that if school officials have “[...] have reason to believe a child is being neglected or physically or sexually abused...(they) shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff.”

### **POLICY 524 - RESPONSIBLE USE POLICY**

**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).

**II. GENERAL STATEMENT OF POLICY** A. In making decisions regarding student and employee access to the school district network, devices and internet the school district considers our 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 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

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. 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.

**III. ACCEPTABLE USES** A. Users are expected to use district Internet access through the district network 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 that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks. D. Use 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 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. 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 file. 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.

## **Harassment and Violence Prohibition Policy #413**

### **I. PURPOSE**

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

## II. GENERAL STATEMENT OF POLICY

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

B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any pupil, teacher, administrator, or other School personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

**Search of Student Lockers, Desks, Personal Possessions and Student's Person Policy  
#502**

**A. I. PURPOSE**

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

**C. II. GENERAL STATEMENT OF POLICY**

**D. A. Lockers and Personal Possessions Within a Locker.**

- E. 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.

**F. B. Desks.**

- G. 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.

**H. C. Personal Possessions and Student's Person.**

- I. 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.

- J. 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.



Princeton High School  
Student Handbook  
2019/2020

807 SOUTH EIGHTH AVENUE  
PRINCETON, MINNESOTA 55371-2163  
PHONE (763) 389-4101  
FAX (763) 389-5816  
[WWW.ISD477.ORG](http://WWW.ISD477.ORG)

**PHS SCHOOL DAY OFFICE HOURS**

7:15 a.m. to 3:30 p.m.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## **MISSION**

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

## **VISION**

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

Dear Students & Parents/Guardians:

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

The high school reserves the right to modify building policies and/or procedures when the administration determines the changes are in the best interests of the school community. Such changes will be

communicated to students, parents and staff in a timely and appropriate fashion.

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

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

Sincerely,

Barb Muckenhirn  
Principal

## **BOARD OF EDUCATION**

Eric Minks, Chair	763-238-1571
Eric Strandberg	763-226-7664
Jim Tomsy	612-812-2784
Deb Ulm	763-234-7645
Howard Vaillancourt	763-389-3627
Sue VanHooser	763-389-5271
Chad Young	612-366-6820

## **SUPERINTENDENT OF SCHOOLS**

Ben Barton	763-389-6184
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District Office  
706 First Street  
Princeton, MN 55371

## **HIGH SCHOOL ADMINISTRATION**

Barb Muckenhirn	-	Principal	389-6011
Emorie Colby	-	Assistant Principal	389-

6015

Sarah Durch	- Dean of Students	389-6017
Tricia Ford	- Counselor (A-G)	389-6016
Allen Balsley	- Counselor (H-O)	389-6021
Jeff Schultz	- Counselor (P-Z)	389-7226

## **ACTIVITIES DIRECTOR**

Darin Laabs 389-6047

## **EMERGENCY SCHOOL CLOSING**

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00 a.m. We make all attempts to notify families through Skyward alerts, but delay and closure information is also available on the following radio and television stations and websites

:

- Radio:**
- WCCO 830 AM
  - WQPM 1300 AM/KLCI 106.1 FM
  - KBEK 95.5 FM
  - KCLD 104.7 FM/KNSI 1450 AM/KZPK 98.9FM/KCML 99.9 FM
  - WWJO 98.1 FM/WJON 1240 AM

- Television •**
- WCCO-4
  - KSTP-5/KSTC-45
  - KMSP/FOX-9
  - KARE-11

- Web sites**
- [www.isd477.org](http://www.isd477.org)
  - [www.wcco.com](http://www.wcco.com)
  - [www.kare11.com](http://www.kare11.com)

## **FLEXIBLE LEARNING DAYS**

A Flexible Learning Day means that school can be in session without students and staff being physically present at the school. Flexible learning days may be planned in advance or take place in the event of an unscheduled school closure. Flexible Learning Days may be used instead of cancelling school for a "snow

day".

Students will be informed of a Flexible Learning Day in the same way that school cancellations are made. Teachers will post the assignment in Google Classroom or Schoology by 10:00 a.m. on Flexible Learning Days. Students are to have their assigned Chromebook at home with them and therefore can access the assignments and make progress. Flexible learning assignments are not due the following day and extended time (up to 1 week) is provided.

**POA** - Students in online courses continue their online work as usual. No additional assignments or extended time will be created as a result of flexible learning days.

**Special Education** - Individualized courses, such as Academic Foundations, Exploring Geography, Focus Math/Social Skills, etc. will follow Section A. [Case managers who need a unique plan for flexible learning days will communicate those plans to the principal.](#)

**OJT** - Students in OJT continue their work as usual. No additional assignments or extended time will be created for the OJT period. Teacher meetings scheduled on a flexible learning day will be rescheduled.

## SCHOOL BELL SCHEDULE

1st Period	7:50 – 8:45	
Passing	8:45 – 8:50	
2nd Period	8:50 – 9:45	
Passing	9:45 – 9:50	
3rd Period	9:50 – 10:45	
	Lunch/Advisory	10:45 – 11:40
Passing	11:40 – 11:45	
4th Period	11:45 – 12:40	
Passing	12:40 – 12:45	
5th Period	12:45 – 1:40	
Passing	1:40 – 1:45	
6th Period	1:45 – 2:40	

## ADVISORY/LUNCH

9th and 11th Gr. Lunch/10th and 12th Gr. Advisory      10:45 – 11:10

10th and 12th Gr. Lunch/9th and 11th Gr. Advisory 11:15 – 11:40

## **2-HOUR LATE START SCHEDULE**

1st Period	9:50 – 10:25	
Passing	10:25 – 10:30	
2nd Period	10:30 – 11:05	
Passing	11:05 – 11:10	
3rd Period	11:10 – 11:45	
	Lunch/Advisory	11:45 – 12:40
Passing	12:40 – 12:45	
4th Period	12:45 – 1:20	
Passing	1:20 – 1:25	
5th Period	1:25 – 2:00	
Passing	2:00 – 2:05	
6th Period	2:05 – 2:40	

## **ADVISORY/LUNCH**

9th and 11th Gr. Lunch/10th and 12th Gr. Advisory	11:45 – 12:10
10th and 12th Gr. Lunch/9th and 11th Gr. Advisory	12:15 – 12:40



## HIGH SCHOOL CALENDAR 2019-2020

This calendar follows the district calendar available on the website

September 3	School Begins for Freshmen
September 4	School Begins for Grades 10-12
September 5	PHS Student Pictures & Senior Class Photo
October 7	Homecoming Coronation
October 11	Homecoming vs. Foley - 7:00 p.m.
October 11	Picture Retakes
October 11	Mid-Term Grading
October 14	H.S. Parent Conferences 3:30-7:00 p.m.
October 16	No School - Staff Development
October 17-18	No School - MEA Prof. Convention
November 26	End of 1st Trimester
November 27	No School - Staff Development
November 28-29	No School - Thanksgiving Break
December 2	No School - Staff Development
Dec. 23-Jan. 1	No School - Winter Break
January 2, 2020	School Resumes
January 17	Mid-Term Grading
January 20	No School - Staff Development
January 22	H.S. Parent Conferences 3:30-7:00 p.m.
February 17	Presidents' Holiday - No School
February 20	Registration/Parent Info Night

March 5	End of 2nd Trimester
March 6	No School - Staff Development
March 24	ACT/Pre-ACT – No School for Gr. 9 & 12
April 10-13	No School - Spring Break
April 17	Mid-Term Grading
April 23	H.S. Parent Conferences 3:30-7:00 p.m.
May 2	Prom
May 6	School Board Scholar Banquet - 6:30 p.m.
May 13	Senior Awards Night - 7:00 p.m.
May 22	Spring Fling/Seniors' Last Day
May 25	Memorial Day
May 28	End of 3rd Trimester/Last Day of School
May 29	Staff Work Day
May 29	Commencement - 7:00 p.m.

## **DIRECTORY INFORMATION REGARDING STUDENTS**

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

PRINCETON HIGH SCHOOL  
**CODE OF CONDUCT**

**F**  
**A**  
**C**  
**T**

FOLLOW RULES AND  
DIRECTIONS

USE APPROPRIATE AND  
POSITIVE LANGUAGE

SHOW CONSIDERATION  
FOR OTHERS

TAKE CARE OF SCHOOL  
AND COMMUNITY



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

## **COMMUNICATION**

Students receive the high school bulletin containing important information and dates through their school gmail account daily, and they are expected to familiarize themselves with the information contained within it.

# ATTENDANCE & ENROLLMENT

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

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

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

## STUDENT RESPONSIBILITY

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

## PARENT/GUARDIAN'S RESPONSIBILITY

It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school within 5 days of the absence of the reason for the absence, and to work with the school and student to resolve any attendance concerns that arise. Student absences can be reported by calling 763-389-6014 and leaving a message stating your student's full name, date of absence, and reason for the absence. Messages can be left at this number 24 hours a day.

## TEACHER'S RESPONSIBILITY

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

## SCHOOL'S RESPONSIBILITY

It is the school's responsibility to encourage students to attend all classes Advisory periods and study halls. It is also the school's responsibility to inform the student's parent/guardian of the student's attendance, to follow state statutes governing truancy, and to work cooperatively with the parent/guardian and the student to ensure regular school attendance.

# ADMISSION PROCEDURES

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

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

# FOREIGN EXCHANGE PROGRAMS

Foreign exchange (FE) students provide our students with intercultural opportunities. Limits and requirements on these students are needed because of the school district's limited resources. All foreign exchange student enrollments are subject to administrative approval as well as the conditions listed below. Additional requirements apply. Contact the principal for the full procedures and requirements.

1. No more than two FE students are approved in any given school year.
2. The principal must give prior approval to students enrolling in Princeton High School.
3. FE students are not accepted for POA or ALC services and are not eligible for PSEO.
4. Princeton High School only accepts FE students placed through agencies included on the MSHSL list of approved programs from Council on Standards for International Educational Travel (CSIET).
5. The FE student must have a host family whose address is within school district boundaries.
6. FE students must have all vaccinations requested by MN school immunization law.
7. FE students must be enrolled as full-time students.
8. FE students are not eligible for a diploma but may earn a Certificate of Attendance.

## **LEGAL STATUTES REGARDING ATTENDANCE**

### **ATTENDANCE LAW**

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22, Subd. 5) provides that every child between seven and seventeen years of age shall attend a public school or private school for not less than nine months during any school year. Students between the ages of seventeen and eighteen are eligible under MN 120A.22, Subd. 8 to withdraw from instruction, if a parent meets with a school official to discuss the pros and cons of withdrawal, and signs off on a state-required form.

### **CONTINUING TRUANT**

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

### **HABITUAL TRUANT**

Minn. Stat. 260C.007, Subd. 19, provides that a habitual truant is a student who is subject to compulsory instruction requirements and is absent from instruction without valid excuse within a single school year for seven or more class periods on seven days. In cases of recurring absences the administration may request the County Attorney file a petition with the Juvenile Court pursuant to the above statute. *Each county follows different procedures when responding to notification by a school of unexcused absences (truancies). Timely communication from a parent or guardian about the reason a student is absent is essential to avoid erroneous truancy filings.*

### **TRUANCY PROCEDURES**

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

### **WITHDRAWAL PROCESS**

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

1. Parent/guardian and student arrange a meeting with the assistant principal to discuss the educational opportunities available to the student.
2. All school-owned books and materials must be returned. Fines and fees must be paid.
3. An internal withdrawal form must be signed by the parent, a school administrator, the student and the

student's teachers indicating that materials have been returned and fees paid, and noting grades-to-date.

4. Per state statute, an official withdrawal form must be signed by the student's parent.

## **ABSENCES**

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

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

The following are examples of excused absences:

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

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

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

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

1. 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's attendance procedures.
3. Work at home, or care for a younger sibling.
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 a building administrator.

## **ATTENDANCE PROCEDURES**

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

### **LEAVING SCHOOL**

If a student becomes ill during the day, or if a student must leave school for any reason, he/she must receive

permission from the office. **If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused/truant and consequences will occur.**

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

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

### **MAKE-UP WORK**

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

### **PARENT/GUARDIAN NOTIFICATION OF ABSENCES**

Parents/guardians may be notified daily by automated telephone if their student is absent from any class. In addition, parents are expected to monitor their students' attendance and grades online through their Skyward Parent Portal account and communicate with the school about concerns and unexcused absences.

### **TARDINESS**

Students who are habitually late to school without a legitimate excuse from their parent may earn consequences. In general, tardies will be handled by the individual classroom teacher. Students may be considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if 15 minutes tardy without a legitimate pass, or if they are out of class for 15 minutes or more without explicit permission to be gone for an extended time.

### **ATTENDANCE AT SECTION/STATE TOURNAMENTS**

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

1. When a PHS team or an individual(s) is in the Sectional/State Tournament, Varsity/Junior Varsity team participants are marked "Student Activity" to attend a tournament. Participants need to have prior authorization from a parent with the Attendance Secretary to have it counted as an excused absence and to ride school-provided transportation
2. When participants of an activity wish to spectate at a State Tournament (with no PHS team competing), the participants will be excused if their parent has provided a note prior to the event. Participants need to show their ticket stub to the attendance secretary.

## **TRANSFER WITHDRAWAL PROCESS**

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

1. Student will pick up a Withdrawal Form from the Guidance Office.
2. Student will return all school-issued books, materials and electronic devices to his/her teachers and media center.
3. Teachers will sign the form and note the student's current grade.
4. A copy of the withdrawal form will be given to student and parent/guardian after it is signed by a counselor/administrator.

# ACADEMIC INFORMATION

## SCHEDULE ADJUSTMENTS

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

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

## ACADEMIC HONESTY

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

Any staff member may make written reports of academic dishonesty; teachers who submit a report of academic dishonesty will include the following information: a) the date(s) when academic honesty expectations were taught that trimester, and b) the substance of the teaching about academic honesty. Parents will be informed of each incident by the teacher, and consequences will be assigned by an administrator. A substantiated report of academic dishonesty will result in one of the following consequences:

**First Offense:** No credit will be earned for the assignment/ test/activity/project on which academic dishonesty occurred. A retake (of tests), a rewrite (of papers), and another chance on projects will be allowed, and must be scheduled within seven calendar days with the teacher. The student will meet with a dean or assistant principal for a discussion about the violation. The student who violates this expectation by assisting another student in cheating will meet with a dean or assistant principal who will explain why their action is considered Academic Dishonesty and the student's parent/guardian will be contacted.

**Second Offense:** No credit will be earned for the assignment/test/activity/project on which academic dishonesty occurred. Further education about what constitutes academic dishonesty will occur. In School Suspension will be assigned. The student who violates this expectation by assisting another student in cheating will also earn In School Suspension, and his/her parent or guardian will be contacted.

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

Consequences for students who assist in academic dishonesty will also escalate as their incidents increase.

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

All written, substantiated reports of academic dishonesty will become a part of the student's disciplinary file

and will be reported to the Activities Director if applicable. Incidents of academic dishonesty shall be cumulative across and including all classes, all trimesters, and all years of enrollment at Princeton High School.

## STUDENT ADVISORY

Students will be assigned to an advisor and will meet in their Advisory group daily. **This program is required for all students and student attendance is required every day.** The curriculum used during Advisory is based on “Ramp-Up to Readiness” (tm) from the University of Minnesota and is typically taught one day a week during this time period. Ramp-Up is a 9-12 program that features an interactive series of activities designed to help all students graduate from high school better prepared for post-secondary success. **Students are required to meet specific milestones that are noted on final student transcripts.**

## GRADING

Teachers will establish the **requirements to meet in order to earn a grade in a course.** Students will be informed of these **requirements** at the beginning of each course **and they will be included on the course syllabus.**

### WEIGHTED GRADING & G.P.A. (GRADE POINT AVERAGE)

**Grade Point Average (GPA) is based on a 4.0 scale. Points awarded for regular courses are as follows: ‘A’ (4 points); ‘B’ (3 points); ‘C’ (2 points); ‘D’ (1 point); ‘F’ (0 points). Points awarded for weighted courses are as follows: ‘A’ (5 points); ‘B’ (4 points); ‘C’ (3 points); ‘D’ (1 point); ‘F’ (0 points). The school district offers weighted grades for courses provided that are identified as more rigorous or academically challenging and are limited to the following:**

- **All Advanced Placement (AP) courses offered by the school district.**
- **All College in the Schools (CIS) courses offered by the school district**

**Recognitions, awards, and GPA ranks are calculated based on weighted grades.**

### INCOMPLETES

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

### PASS/FAIL OPTION

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

### AUDIT OPTION

Students wishing to audit a class (take a class for no credit) may request this prior to the first two weeks of the trimester in which they are requesting the change. A request to audit a class must be submitted to a counselor, and approved by the teacher. Audits, special credit and grading situations will be reviewed and decided upon by the principal in consultation with the student’s counselor.

## ONLINE LEARNING

Princeton Public Schools offer an online educational program called Princeton Online Academy (POA). High school students have the option to enroll full-time, or supplement some of their high school courses. Registration in POA courses must occur prior to the start of the trimester in which they will be taken in

accordance with registration timelines and procedures established by administration. These timelines and guidelines are communicated to students via the Registration Handbook, the daily bulletin, and the announcements. See your counselor for additional information on timelines and other requirements for enrolling in online learning. In addition, there are other online providers: see MN Department of Education website or talk with a counselor.

*If a student enrolls full-time with an approved online learning provider other than Princeton Online Academy, that student can no longer be enrolled in Princeton High School. **Not all POA or other online courses are approved by the NCAA.** Check with your guidance counselor for this information.*

Students taking supplemental online courses are required to be in attendance on school premises during their online course time. These students will be assigned to a location and attendance will be taken.

If a student's supplemental online classes are all scheduled at the beginning or end of the day and the student wishes to request release for the online schedule, the student is to see his/her counselor to initiate this request.

## MARKING AND GRADING PERIODS

Reporting periods are at six- and twelve-weeks. Grades are available on Skyward throughout the trimester.

### 1st Trimester

Mid-Term	October 11
End of Trimester	November 29

### 2nd Trimester

Mid-Term	January 17
End of Trimester	March 5

### 3rd Trimester

Mid--Term	April 17
End of Trimester	May 28

The final grade at the end of each trimester will be recorded on the student's permanent record. Interpretation of grades is listed below:

A - excellent	I - incomplete
B - very good	P/F - pass/fail
C - satisfactory	W - withdrawal from course without penalty
D - lowest passing mark	
F - failure	

## GRADUATION REQUIREMENTS

All students must take/pass tests as required by the State of Minnesota for purposes of graduation. In addition to successful completion of these requirements, students must earn the minimum credits, as listed below. Information about required courses and further clarification of requirements are identified in the Princeton High School Registration Guide and Policy 413. These are linked below.

Registration Guide 2019-2020

[https://drive.google.com/file/d/0B\\_ObyBD9kJ\\_ndGNYdVRETTVwQmd](https://drive.google.com/file/d/0B_ObyBD9kJ_ndGNYdVRETTVwQmd)

[3QVQxNVNuQk5jSTBlAHBv/view?usp=sharing](https://drive.google.com/file/d/0B_ObyBD9kJ_ndGNYdVRETTVwQmd/3QVQxNVNuQk5jSTBlAHBv/view?usp=sharing)

ISD 477 Policy 413 Graduation Requirements

<https://www.isd477.org/district/policies/600-education-programs/613>

\* Courses that fulfill the Arts credits include Music, Theater, Visual Arts, and selected Computer and Photography classes. Specifics can be found in the Registration Guide.

Class of 2023 & Beyond	Class of 2022	Class of 2021	Class of 2020
Required Credits	Required Credits	Required Credits	Required Credits
9 English	9 English	9 English	8 English
7 Social Studies	7 Social Studies	7 Social Studies	7 Social Studies
9 Mathematics	9 Mathematics	9 Mathematics	6 Mathematics
7 Science	7 Science	7 Science	6 Science
2 Physical Ed.	2 Physical Ed.	2 Physical Ed.	2 Physical Ed.
1 Health	1 Health	1 Health	1 Health
1 College & Career	1 College & Career	1 College & Career	1 College & Career
2 Arts*	2 Arts*	2 Arts*	2 Arts*
<u>38 Required Credits</u>	<u>38 Required Credits</u>	<u>38 Required Credits</u>	<u>33 Required Credits</u>
<u>27 Elective Credits</u>	<u>27 Elective Credits</u>	<u>27 Elective Credits</u>	<u>27 Elective Credits</u>
65 Total Credits	65 Total Credits	65 Total Credits	60 Total Credits

## ACADEMIC & GRADUATION RECOGNITION PROGRAMS

**HONOR ROLL AND PRINCIPAL'S LIST** - The Honor Rolls and Principal's Lists will be posted at the end of each trimester (three times a year). If a student has an incomplete that is made up later in the trimester, this will not be published. To earn the certificates below, students must meet the GPA (grade point average) requirement and have completed at least five (5) credits in the trimester with no failures. See the section on Weighted Grading & GPA for additional information.

**Principal's List** – Certificate for students earning all A's

**A Honor Roll** – Certificate for students earning a GPA of 3.500 or above

**B Honor Roll** – Certificate for students earning a GPA of 3.000 – 3.499

**School Board Scholars** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average (GPA) ranks them in the top 5% of their 12th grade class and have earned a minimum of twenty-four (24) credits while fully enrolled at Princeton High School, will be designated as School Board Scholars. The recipients and their parents will be recognized at a reception sponsored by the school board.

**Graduation With Honors** - Students, after completion of eleven (11) trimesters of high school, whose Grade Point Average (GPA) meets the parameters below, are recognized at Commencement (graduation).

**Summa Cum Laude** (GPA 3.900 or higher) Gold Cord

**Magna Cum Laude** (GPA 3.700 – 3.899) Red Cord

**Cum Laude** (GPA 3.500 – 3.699) White Cord

**B Honor Roll** –(GPA 3.000 – 3.499) Gold Tassel

### Additional Graduation Recognition

**Military Enlisted** – Red, White and Blue Cord

The student must provide enlistment information to his/her guidance counselor at least one week

prior to graduation. Documentation verifying enlistment status may be required by the principal.  
**NHS Member – Royal Blue Cord**

## **NATIONAL HONOR SOCIETY**

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

### Criteria for Application to NHS:

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

## **COMMENCEMENT (GRADUATION)**

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

The Commencement ceremony is a formal event and students are expected to adhere to the following dress code: Students are to wear the traditional black graduation cap and gown and are expected to wear skirts/dresses or dress slacks and dress shoes under the robe. Jeans/shorts and tennis shoes or flip-flops are not appropriate. If a student chooses not to wear the cap and gown, they may wear a white button down, collared blouse or shirt and black pants or skirt with appropriate footwear.

Students wearing inappropriate attire that does not meet the general school dress code or does not meet the dress code expectations for graduation (included above) may not be allowed to participate in the graduation ceremony. Per Policy 550, no other cords, stoles, or insignia, except those awarded and approved by administration, are permitted to be worn during the graduation ceremony.

## **EARLY GRADUATION**

The early graduate must understand that he or she:

1. may not participate in sports or activities sponsored by the school after the early graduation date.
2. may attend school sponsored functions such as dances.
3. may attend prom and the Senior party.
4. must attend graduation rehearsal.
5. are not allowed in the school building or on school property without permission from an administrator during the school day.
6. cannot participate in P.S.E.O.

## **MN DEPARTMENT OF EDUCATION PARENT/GUARDIAN GUIDE AND REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE TESTING**

This information will help parents/guardians make informed decisions that benefit their children, schools and

communities.

### **Why statewide testing?**

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### **Why does participation matter?**

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and, for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non-credit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

## **Academic Standards and Assessments**

### **What are academic standards?**

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### **What is the relationship between academic statewide assessments and the academic standards?**

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

**Minnesota Comprehensive Assessment (MCA)  
and  
Minnesota Test of Academic Skills (MTAS)**

**ACCESS and Alternate ACCESS for English  
Learners**

- Based on the WIDA English Language

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

- Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

### **Why are these assessments effective?**

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

### **Are there limits on local testing?**

As stated in Minnesota Statutes, section 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### **What if a parent chooses not to have their child participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### **When do students take the assessments?**

Each school sets their testing schedule within the state testing window. Contact your student's school for

information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

#### **When do I receive my student's results?**

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

#### **How much time is spent on testing?**

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

#### **Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

#### **Where do I get more information?**

Students and families can find out more on our [Statewide Testing page](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

## **MINNESOTA DEPARTMENT OF EDUCATION**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

### **Parent/Guardian Refusal for Student Participation in Statewide Assessments**

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is only applicable for the 2019-2020 school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE website ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name(print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.  
Student ID or MARSS Number \_\_\_\_\_

## **CLASSROOM FEES & FINES**

All school fees are to be paid online by visiting [isd477.org/family-logins](http://isd477.org/family-logins). (Lunch accounts, technology fees, activities & athletics, classroom fees, yearbooks, field trips and more.)

### **LOCKERS**

100

The use of lockers, school property, etc. is without expense to the student if the student uses this equipment properly. Students will be charged for damage incurred to lockers and other damage or lost school property, such as Phy Ed locks and equipment, art equipment, books, technology devices, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately. Damage or loss of a student's chromebook will be addressed per the contract signed by parents.

State law requires schools to notify students that the school will charge appropriate replacement fees for textbooks, workbooks, library books, tools, or district-owned devices which are lost or destroyed by students.

If, in the instructor's opinion, no undue wear has occurred, there will be no assessment for the use of district-owned property. If there has been undue wear or vandalism, or if the item is not returned, students will be assessed fines for the damage to or for the replacement of the item. Book covers are strongly recommended.

Public education in Minnesota is free to all students who are residents. However, fees may be charged to the student under the following circumstances:

1. A project in art, FACS, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor.
  - a. Fees of \$5 - \$50 will be charged for these classes. The student may elect to take projects home and the cost of such projects must be paid if school materials are used. Students may provide their own materials for such projects, with the approval of the instructor. A student may still receive full course credit without fee payment.
2. Cost of school equipment or materials, including textbooks, media center books and materials, technology and electronic devices, that are lost, destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Cost of field trips that are made available from time to time, but are not required as part of the course, should the student elect to participate in the field trip.
4. Cost of the yearbook, graduation items such as announcements or class rings, should the students elect to order any of these items.
5. Admission fees for concerts, plays, athletic events, and other programs or activities that the students may attend at their option. Students with an activities pass may attend free.
6. Unpaid fee obligations may result in loss of privileges, such as future parking permits, prom tickets, etc. Ultimately, unpaid fee obligations may be sent to the school district's collection agency.

## **INDEPENDENT STUDENT STATUS**

To achieve independent student status at PHS a student must first recognize that this status is not attained by reaching the age of 18. A student may achieve independent status by having parents sign an affidavit indicating that the student in question does not live at home and that parents are no longer executing their parental rights over this student. Independent student status forms are available in the main office.

**Students are required to adhere to all school and district rules and regulations regardless of their age, including the closed lunch policy.**

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

## **ENROLLMENT AT A PARTICULAR SCHOOL**

The aim of this district is for the academic and personal success of every student, and to that end we offer

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

## **MEDIA CENTER EXPECTATIONS**

The media center aspires to be a collaborative learning space and welcomes classrooms, as well as individual students who have a pass from their teacher. Expectations for behavior include respect for other students and for the space. Students are asked to not be excessively loud and to clean up after themselves.

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

## **SIGNS, POSTERS, LITERATURE**

Any sign or poster that is to be displayed in the school building requires the prior approval of the principal or assistant principal. An approval signature must be visible on the lower right hand corner of the poster. Posters cannot be displayed on sheetrock walls or in bathrooms and stairways; bulletin strips are provided to display posters. Limited space requires poster size to be no larger than 11" x 17" and that flyers and posters (for the same event) be limited to seven. Students who put up posters are expected to remove the posters after the date has passed.

## **THEFT REPORTS**

Theft report forms should be filled out in the main office. The school resource officer will be made aware of the theft. Every effort will be made to recover the stolen item(s).

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

(Policy 519. This policy can be found in its entirety on the district's webpage.)

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district.

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

## **MANDATED REPORTING**

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

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

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

## **LUNCH INFORMATION AND EXPECTATIONS**

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

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. To pay student food service fees, please visit our website at [isd477.org/family-logins](http://isd477.org/family-logins). If you do not have your username and/or password, please contact the building secretary at the school your child attends. There is no minimum payment on line or fees for food service account payments.

### **Lunch Account Balances**

You may check your child's lunch account balance at any time using the Parent Access link on the School website. Food services sends out a weekly robo call on Thursdays as a reminder for any accounts below \$1.00.

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

For accounting purposes, we ask that no account be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

### **Free or Reduced Lunches**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria, and we encourage all families to fill out the form regardless of the anticipated outcome. If a family's financial situation changes during the school year, forms can be filled out at any time. They are available on-line, and at the District Office. Please turn in any paper forms to the building administrative staff. Federal guidelines require that new forms be filled out each year. Electronic versions of the forms are located on the Parent Access Link on the Food Services tab. See instructions on the district website under "Family Logins".

Qualifying for free/reduced does not negate any current negative balances. Students are still accountable for those charges.

### **Prices**

To see current year breakfast, lunch and a la carte pricing, please visit the district website at [www.isd477.org/departments/food-service](http://www.isd477.org/departments/food-service). Prices are also located on the building menus.

### **Student Lunch Menus**

Menus are published on the Princeton Public School website [princeton.nutrislice.com/menu/](http://princeton.nutrislice.com/menu/). We also utilize Nutrislice menu software that has a smartphone app associated with it. See details on the right side of the menu pages. Students are encouraged to sample the variety of foods served including the many fruits and vegetables available.

### **Student Cold Lunches**

Parents are encouraged to send well-balanced lunches if the students is bringing cold lunch. Students or parents may not have meals delivered to school by outside vendors.

### **Breakfast Program**

School breakfast is offered every school day to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

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

Students can purchase snacks or meals to get them through their after school activities. All they need to do is come to the lunch room before going to practices or events. Students must have a positive lunch account

balance to purchase items on their lunch number. This program is NOT a part of the free/reduced meal plan. Plan accordingly and deposit additional money in your child's lunch account to cover the after school snack option. Choices offered daily may vary, but all snack items meet whole grain, reduced sugar, healthy and peanut safe requirements. Cash or credit cards for purchases are accepted.

### **Expected Behavior During Meals**

Our goal is to make the eating area a pleasant place where students can visit with friends and enjoy their meal. We promote good manners and responsibility. Students are expected to stand in line, be patient and courteous, pay for what they take, and clean up after themselves.

## **VISITORS**

Any persons other than Princeton High School students, staff or district personnel are regarded as visitors and during the school day must be cleared through the security office at Door 1 before going anywhere in the building. PHS accepts only those visitors who have legitimate business at the school. Former students are expected to wait until 2:50 to visit with staff members in order to reduce disruptions and increase the safety and security of the students enrolled at Princeton High School. Visitors wishing to see PHS students are asked to do so off school property.

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

## **DANCES**

Dances are held throughout the school year for a variety of occasions and are open to PHS students and their guests in grades 9-12. Middle school students are not allowed at high school dances. All school rules apply during these events. Home-schooled students (0% enrolled in Princeton schools) are not District 477 students and can only access dances at the high school as guests of an enrolled student.

Guests of PHS students must be approved by administration by the Wednesday prior to the dance, must be under the age of 20 at the time of the dance, and must be in possession of a photo ID to gain admittance. Guest forms are available in the main office. Students may host one guest. Administration reserves the right to deny admittance to any student or guest, and to remove students and/or guests at our discretion. Attendees will not be readmitted once they have left the dance.

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

## **SPRING FLING**

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

## **FIRE DRILLS**

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

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

## **LOCK DOWN DRILLS**

Administration and staff at Princeton High School work closely with local police and fire officials to regularly

run scenario-based lock down drills in order to increase our ability to respond effectively to potential crises. Minnesota state law requires schools to periodically practice at least five lock-down procedures per year in order to prepare for emergency situations that may arise. Student safety is of primary concern during lockdowns, therefore it is imperative that students respond immediately to staff direction during drills. Drills are typically conducted with minimal disruption to the school day.

## TORNADO WARNING AND DRILLS

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

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

## LOCKERS

(Policy 502. This policy may be found in its entirety on the district's webpage.)

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

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

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

## PARKING REGULATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right, per ISD 477 Policy 527, if they have purchased and are displaying a current PHS parking tag. **Students who are late arriving to school on a regular basis may have their parking privileges suspended for a designated time.** Parents will be notified of their student's habits and warned that a suspension may occur. We encourage students who struggle to arrive on time to utilize the bus system for transportation to and from school. Students who drive a motor vehicle to the high school must only park in a lot designated for student parking, including those students whose parents work for the school.

The school district does not carry insurance to cover damage to auto vehicles parked on school property: students who park in school parking lots do so at their own risk. Any damage sustained while parked on school property is the responsibility of the auto owner and/or their insurance agency.

Students who drive to school must adhere to the PHS Code of Conduct and the following expectations:

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

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

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

3. Students may buy daily parking passes for \$3.00 in the high school office.
4. A replacement fee of \$3.00 will be charged if students lose their permit.
5. All transfers of parking permits (i.e., car to car, person to person) must be approved by the parking lot supervisor. Failure to do so prior to the transfer will result in a parking fine of \$10.00.
6. Parking lots are off limits during the school day. Permission to go to a car or leave the student lot (during school hours) must be obtained from the office prior to leaving the building. Students who need to move their vehicles to the shop garage for a class must receive permission and a pass from their teacher to do so.
7. The speed limit at all times should not exceed 10 m.p.h. in the high school parking lots. Any student exceeding the limit, creating excessive noise, driving in a reckless manner, refusing to yield to pedestrians and/or buses, or other dangerous or exhibiting behaviors inconsistent with our Code of Conduct may have their permit revoked for a time period to be decided by the school. Revocation can be permanent for students who continue to violate parking lot expectations or whose behavior in the lot is excessive.
8. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
9. Permit holders who take other students or themselves off campus without a pass from the office will lose their parking privileges and will be unable to park on school property during the school day.
  - 1st violation: 10 school days
  - 2nd violation: Remainder of school year
10. Parking in the wrong lot or without the proper permit will result in a ticket and fine of \$10.00. *Failure to pay the fine by the date indicated on the ticket may result in the vehicle being towed from school property at the owner's expense.*
11. There are a limited number of spaces available for student parking. When those spaces have been allotted, no further parking permits will be issued. Students who anticipate needing a permit later in the school year are encouraged to buy a permit early in order to ensure getting a space.
12. Vehicles may be towed at the owner's expense for failure to pay their fine(s) or parking after revocation of a permit.

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

# CODE OF CONDUCT

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

## **Follow rules and directions**

## **Appropriate and positive language**

## **Consideration**

## **Take care of our school and community**

## **TEACHER RESPONSIBILITIES**

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

## **STUDENT CONDUCT AND EXPECTATIONS**

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

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

## **IN-SCHOOL SUSPENSION**

When a student is sent out of class by a teacher the student is expected to comply immediately and report to the office (if they aren't authorized to report to processing through an IEP requirement) where they will meet with an administrator. Students who are sent out of class will finish the hour in ISS. While in ISS, students are expected to put their phones on the ISS supervisor's desk, fill out a thinking sheet, then work on assignments until they are released from ISS. The rules for ISS are posted, and must be followed to avoid further consequences being assigned.

Students who fail to leave the classroom and who require an administrator to coax them to the office, or who don't report to the office will earn more severe consequences, possibly including suspension out of school.

## **HARASSMENT AND BULLYING**

It is expected that Princeton High School students will act with respect and consideration toward others, and refrain from targeting their peers in a negative manner. Bullying, like other violent, offensive or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. This term applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. Bullying, or cyberbullying, that compromises the safety or welfare of a student is prohibited whether the bullying occurs on or off school district.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying

between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented.

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

### **INSUBORDINATION**

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

### **EXPECTED BEHAVIORS AT SCHOOL SPONSORED EVENTS**

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

### **HARMFUL OR NUISANCE ARTICLES**

The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities. Electronic devices, rollerblades/skateboards, and speakers are among the many items that are considered nuisance articles. Weapons of any type are forbidden (Policy 501). When an administrator or staff member has reasonable cause to suspect that a dangerous or illegal article is present in the school building, on school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take necessary action to safeguard persons and property or restore focus to the classroom or event.

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

### **ELECTRONIC DEVICES**

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

Electronic devices that disrupt or distract from the learning environment will be confiscated. **Students are prohibited from using cell phones during class time but may use them between class periods and at lunch.** The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Students who are using their device during an unauthorized time or in an inappropriate manner, may have them confiscated. After turning off the device, the student must relinquish the device intact or consequences will ensue. Parents of a student who has his/her cell phone confiscated repeatedly will be contacted and may be required to pick up the phone at school.

Princeton Schools employs an internet filtering system that notifies personnel when a student attempts to navigate to a site flagged as inappropriate. An administrator will address students when this filter indicates a site is of concern for its explicit or harmful content. Students who repeatedly misuse their school-owned

device may have them confiscated for a period of time to be determined by administration, and parents/guardians will be contacted.

There is a significant risk that electronic devices will be lost or stolen at school. If an electronic device is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 389-6001 and their child will be called to the office to retrieve the message. Students may not listen to music during class without explicit permission from the teacher.

**Any audio or visual recording taken at school or on the bus and/or shared and/or posted to a public and/or social media site without the express consent of the principal will incur consequences.**

### **PERSONAL APPEARANCE**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Students are expected to wear clothing that adequately covers their body; strapless tops are prohibited, as is excessively revealing clothing. Dress and/or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

Students whose dress is considered to be inappropriate will be asked to change and may be assigned ISS or sent home from school. In addition, any clothing with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promotion of the use of drugs, alcohol, tobacco/tobacco products, inciting violence, gang activity, or other illegal acts, or of a nature that is offensive to a group or class of people will not be allowed.

Students should not use blankets at school to make up for inadequate clothing, or to wrap up in during class. Blankets are prohibited from the lunch lines for food safety reasons.

**Students must remove hats/caps and bandanas at the beginning of the school day and store them in their lockers until the end of the school day. Any dress or accessory that displays gang affiliation is prohibited. Hoods must be worn down.**

### **DISPLAY OF AFFECTION**

Being overly affectionate at school can be offensive to others, and contribute to a sexually hostile environment. "Excessive display of affection" is defined as intimate behavior between two or more people in a public setting, such as prolonged kissing or body contact, or touching/fondling private areas of another's body, and is inappropriate at school or other public settings. Students displaying such behavior will be asked to stop; students who persist in this type of behavior will earn disciplinary action.

### **PASSES**

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

### **OFF CAMPUS**

Students leaving campus or in an off-limit area without permission from the office are subject to the consequences of the attendance/discipline policies. Students must receive permission from the office to go to the parking lot during school hours: students who repeatedly ask to go to their vehicle may be denied or escorted by an administrator. Students outside of the building in non-designated areas may be considered off limits and are subject to discipline policies.

### **TERRORISTIC THREATS**

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

## **WEAPONS AND THREATS**

Princeton Public Schools holds the safety and welfare of students and staff as its highest priority. All threats to the safety of Princeton School students and staff will be taken seriously and result in immediate action to maximize student and staff safety, and at the same time minimize disruption of the educational program. (Reference policy 501 for more specific information.) Law enforcement will be notified immediately, and legal charges may incur that result in court action against the student. School consequences will be assigned for threats against the school or activation of a fire alarm; these may include suspension or expulsion from school and/or referral to an alternative setting.

## **VANDALISM**

Students marking or damaging school equipment, lockers or property in any way will be required to clean the article or to pay for damage, or pay for the labor to fix/clean the article. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students. Students who damage lockers as a result of hitting or kicking them will be assessed a fee. Students who damage and destroy school property may be referred to an alternative setting. Intentional damage to a school owned device may also earn consequences.

## **REASONABLE FORCE**

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

## **PROBLEM RESOLUTION**

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

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

Level 2 - Student's counselor

Level 3 - Assistant Principal

Level 4 - Principal

## **STUDENT RECORDS**

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

## **HEALTH SERVICES**

The Health Services team welcomes any communication or question related to student health. Please visit our webpage at <https://www.isd477.org/departments/health-services> or find us under the main Princeton page, Departments, Health Services for our monthly newsletter, and additional information regarding our policies, immunizations, illnesses, and downloadable forms.

All emergency contact and medical information will now be entered through the Skyward Family Access Portal which can be found under the main *Princeton page, Family Logins tab, Skyward Toolkit*. From there you will be able to sign up for alerts, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

## **HEALTH OFFICE CONTACT INFORMATION**

Alexander, Linda - High School Health Aide (763) 389-6019; [linda.alexander@isd477.org](mailto:linda.alexander@isd477.org)

## CONTACT INFORMATION

In addition to parent/guardian contact information, we recommend all students have at least two emergency contacts listed with accurate phone numbers. **Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.** If this information is inaccurate or not on file in Skyward, and we are unable to reach a parent/guardian or emergency contact, the school will make a determination about care and treatment for your child.

## USE OF HEALTH SERVICES

The Princeton Public School District, in conjunction with a medical provider, has established medical standing orders to service our students more efficiently. This notification serves as informed consent, granting permission and authority for our school nurse and health service professionals to provide care as stated per our District Standing Orders. If you wish for your student to NOT participate or receive any over-the-counter medications and interventions listed below, please send a signed note to your child's health office opting out of the below interventions.

Over the Counter Medications (Administered according to package directions):

- Cough or Lemon Drops
- Generic Calamine--used for visible itching and rashes
- Bandages
- Vaseline--for abrasions or chapped lips
- Orajel--used for tooth or oral pain
- Second Skin Gel Squares--used for minor burns after flushing with cool water
- Salt-Water Gargle--used for sore throat or lost primary teeth
- Soap and Water--used for cleaning wounds
- Sterile Saline Rinse--used for cleansing wounds when soap and water is not available
- Warm Pack--used for styes, minor ear pain, or menstrual discomfort
- Cold Pack--used for headaches, swelling, discoloration or redness for a new injury
- Normal Saline Solution--used for eye hydration and contact lens needs

Emergency interventions may include, AED/CPR, Oxygen, Albuterol and Epinephrine use.

## ILLNESS, INJURY AND EMERGENCY

Students who become ill or injured during the day must report to the Health Office. The Health Services team will determine whether or not a student can continue with the school day and call the parent/guardian (first) and emergency contacts (second) as appropriate. It is not acceptable for students to leave school because of an illness without reporting to the Health Office. Also, students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If we are unable to reach parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to the nearest hospital.

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

- Fever of 100 degrees or more
- Vomiting
- Diarrhea (defined as 2 or more incidents)
- Red eyes/eyelids with pus type drainage
- Rash that is (or may be) contagious

Before returning to school students must be:

- Fever-free **for 24 hours** without using fever reducing medicines
- Vomiting or diarrhea free **for 24 hours**

- If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
- For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes, etc) a note from the Health Care Provider is required.

**HEALTH CONDITIONS:** Significant health/medical conditions or allergies requiring specific accommodations, medications, and/or treatments at school should be documented in the Skyward Family Access Portal and **updated documentation must be provided to the health office EACH SCHOOL YEAR.**

This may include the following:

- Medication Authorization Form
- Doctor order or recommendation
- Action Plans (Allergy, Asthma, Seizure, Diabetic, etc)
- Data Release Form

If you have questions, or if your child has a health condition or multiple medical concerns, the District Nurse can be contacted to work with you and develop an Individualized Health Plan for your child.

Although the LSN may discuss emergency plans with district personnel and appropriate partners such as Palmer Bus Company, medical information will only be given out minimally and on a "need to know basis". It is ultimately the responsibility of the parent or guardian to submit health information and emergency medications to the bus company as needed.

## MEDICATIONS

Princeton schools recognize that some students may require prescribed or over-the-counter medication during the school day. It is the expectation that parents/guardians will transport oral medications to and from school and students will not be allowed to carry these items. Medications must only be given by the Health Services team or staff that have been trained by the Licensed School Nurse. By Minnesota law and district policy, **NO medications (prescription, over the counter and herbal) are to be administered by school personnel WITHOUT PROPER AUTHORIZATION.** Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order. If a student needs to take medicine at school during the school day, the parent/guardian should contact the Health Office to obtain the "Medication Authorization Form". **A new medication order must be submitted EACH SCHOOL YEAR.** Parent/guardian and medical prescriber's signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medications will be accepted based on Licensed School Nurse discretion and not be administered at school if there are any unanswered questions or incomplete documentation.

**IMMUNIZATIONS:** The State of Minnesota **requires** all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. All required immunizations and immunization records **MUST** be complete and turned into the office no later than 14 days after the first day of school. Students who do not have the required immunizations and immunization records will be **excluded from school and all after school activities.** Students who have a religious, philosophical or medical immunization waiver on file or whose immunizations are incomplete but in process, may remain at school.

The following documents will be accepted as evidence of a student's immunization history, provided they comply with State requirements and contain the date when each immunization was administered:

- A record from any school or public health department
- A record from any clinic, or public health certificate signed by a licensed prescriber

## SCREENINGS

Vision and hearing screenings are done yearly as part of an education plan evaluation or at particular grade levels as advised by the Minnesota Department of Health. If there is a concern with your child's vision or hearing, please notify your buildings Health Services Assistant.

### **ALLERGY AWARE SCHOOLS**

The district has a policy on the care of students with peanut or food allergies. Food allergy information is shared with food service staff, but Food Service is under no legal obligation to provide special foods or drink to a student with a food allergy who receives free or reduced meals unless the parent/guardian provides the school with a written medical order to avoid certain foods and to have those foods replaced with something different.

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

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

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

### **WELLNESS**

Princeton Public Schools will be taking a more active role in promoting, supporting and modeling healthy eating habits for our students. We recognize our children love to celebrate their birthdays with treats for their peers and teachers; on the other hand, we also recognize that we have a tremendous opportunity to promote healthy behaviors and to show students how to enjoy special days without making food or toys the focus of the celebration. For that reason, we will no longer allow students to distribute treats or trinkets on their birthdays. The new Wellness Policy follows federal and state recommended snack and celebration guidelines in order to provide optimal nutrition to students in a safe and fun manner.

- We encourage parents to pack healthy lunches, snacks, non-sugary drinks and refrain from including beverages and foods without nutritional value. District recommended snack and lunch options include: fresh/dried fruit or fruit cups, veggie sticks or slices, string/block or sliced cheese, yogurt, lunch meat/jerky, whole grain/gluten free dry cereals low in sugar, and whole grain/gluten free crackers or pretzels
- Although we would encourage you to provide non-food or healthy items for scheduled class parties (Halloween, Valentines Day, etc) this policy still allows for sugared treats for these occasions.
- Parent delivery of lunches from fast food sources is discouraged.
- Children will no longer be allowed to bring birthday treats. If a child brings an item for their birthday celebration, parents will be contacted and it will be *sent home*.

## **DISCIPLINE**

### **SUSPENSION, EXPULSION**

#### **A. SUSPENSION**

1. **Definition:** "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission.

Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

2. The administration has the prerogative of suspending a student in school or out of school for serious infractions of school rules. Suspension from school may be for a period up to and including ten days. Students who are suspended out of school must remain off the school grounds during the entire time of suspension, including evening activities. A letter will be sent to parents/guardian and the student detailing the reasons for the suspension, the plan for readmission, and a copy of the Minnesota Fair Dismissal Act.

## B. EXPULSION

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

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

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

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

## BUS RULES

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

### Class I Offenses

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

### Class II Offenses

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

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

# DISTRICT POLICIES

## HARASSMENT AND VIOLENCE

(ISD 477 Policy 413)

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

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

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

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

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

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

## BULLYING PROHIBITION

(ISD 477 Policy 514)

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

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying.

**Policy 514 Summary**

Bullying is intimidating, threatening, abusing, or harming conduct towards another and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct.
2. The conduct is repeated and/or forms a pattern.
3. The behavior materially and substantially interferes with a student's education opportunities or performance or ability to participate in school functions.
4. The term bullying also includes "Cyberbullying" which is defined as bullying using technology and or other electronic communications.

Reporting procedures Summary:

1. Any person who believes he or she has been the target or victim of bullying or any person with the knowledge or belief that conduct may constitute bullying should immediately report such behaviors to the designated school official. Bullying may be reported anonymously.
2. Reports may be done verbally or by completing a written report form.
3. The building principal, designee, or building supervisor is the person responsible for receiving reports of bullying and will conduct investigations following district policy.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action.
5. Retaliation or reprisal will not be tolerated.

Policy 514 can be found in its entirety on the district website at [www.isd477.org](http://www.isd477.org).

## **STUDENT ATTENDANCE**

(ISD 477 Policy 503)

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

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

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

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

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

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

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

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

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

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

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

## **CHEMICAL USE AND ABUSE POLICY**

(ISD 477 Policy 417)

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

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

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

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

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

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

(ISD 477 Policy 418)

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

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

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

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

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

“Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.

“School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function,

such as a field trip or athletic event, where students are under the jurisdiction of the school district.

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

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

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

## **TOBACCO-FREE ENVIRONMENT POLICY**

(ISD 477 Policy 419)

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

## **PROHIBITION OF WEAPONS**

(ISD 477 Policy 501)

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

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

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

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

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

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

exceed one year.

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

#### Administration Discretion

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

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

(ISD 477 Policy 502)

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

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

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

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

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

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

(ISD 477 Policy 515)

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

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

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

- a) The right to inspect and review the student's education records;
- b) The right to request the amendment of the student's education records to ensure that they are not

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

## **HAZING PROHIBITION**

(ISD 477 Policy 526)

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

## **RESPONSIBLE USE POLICY**

(ISD 477 Policy 524 )

Access to the school district computer system and to the internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Use of the school district computer system, devices, and of the internet shall be consistent with school district policies and the mission of the school district.

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

### **OVERVIEW OF RESPONSIBLE USE POLICY FOR INTERNET AND 1:1 DIGITAL DEVICES**

Students and Families will sign full policy at time device is issued. Teachers will review policy at beginning of school year. Policy 524 is available online at [www.isd477.org/district/policies](http://www.isd477.org/district/policies)

**\_\_\_ I am responsible for a healthy digital life and creating a positive digital footprint.**

- I am responsible for keeping personal information private.
- I am responsible for my passwords and my actions on district accounts.
- I am responsible for treating others with respect and dignity.
- I am responsible for accessing only educational content.
- I am responsible for taking all reasonable care when handling district equipment.
- I am responsible for respecting and maintaining the security of school electronic resources and networks.

## **PRINCETON PUBLIC SCHOOLS ACTIVITIES PROGRAM**

### **TIMELINE FOR PARTICIPANTS**

1. Online Meeting & Registration completed <https://princetonhigh-ar.rschooltoday.com> and Fee paid online <https://princeton.revtrak.net> before practices begin.
2. Current physical (within the last 3 years) on file in the Activities Office.

## **CO-CURRICULAR ACTIVITY PHILOSOPHY**

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

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

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

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

The following policies and procedures will guide activities eligibility, participation, and conduct at Princeton

High School (complete policies can be found on the websites listed below):

Minnesota State High School League ([www.mshsl.org](http://www.mshsl.org))

District 477 Policies #510 & 597 ([www.isd477.org](http://www.isd477.org))

NCAA ([www.ncaa.org](http://www.ncaa.org))

Princeton High School Activities Department policies ([www.isd477.org](http://www.isd477.org))

## **REHEARSALS AND PRACTICES**

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

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

## **ACTIVITIES COMMUNICATION**

### **STUDENT OR PARENT/STAFF COMMUNICATION:**

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

**Level 1** Coach/Advisor directly involved with the student

**Level 2** Head Coach/Advisor

**Level 3** Activities Director

**Level 4** Principal

**Level 5** Superintendent

**Level 6** School Board

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

### **STAFF/STAFF COMMUNICATION:**

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

### **ACTIVITY SCHEDULE CONFLICTS:**

1. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
  - Rehearsal or practice
  - Scrimmage
  - Non-conference, non-sectional or invitational meet/game
  - Extended student field trip
  - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)

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

## **GENERAL PARTICIPATION RULES**

### **ATTENDANCE**

#### **1. School Day**

- a. Members of activity groups will be allowed to practice or participate on any given day only if they are present in school attendance for the entire school day. Exceptions to this rule include school-sponsored activities, family emergencies, or doctor/dental appointments during the school day. Exceptions must be cleared with the activities office 389-6002 or 389-6047 (or principal if the activities office is not available) before the school day begins.

If a student is not in school the last scheduled day before break, including weekends, the student may participate if it is an excused absence. Excused absences include: illness; serious illness in the student's immediate family; death in the student's family, or close friend; medical or dental appointments; court appearances; physical emergency such as fire, flood, severe weather, etc.; official school field trip or other school related outing as determined by the Principal or Activities Director; or family emergency. A parent/legal guardian note is required for these absences.

- b. Members of activity groups will be withheld from practice or participation on any given day if they are without a principal's excusal from any class period (including periods where credit is not granted). This attendance rule applies to students who are absent from class for in-school or out-of-school suspension.
- c. Students who are withheld from practice or participation because of school attendance cannot participate or be in attendance at practice, school-sponsored games, or performances.

#### **2. In Activities**

- a. Each advisor/coach shall establish attendance requirements for the activity he/she directs. Attendance rules need not necessarily differentiate between "excused" or "unexcused" absences for practices or games/events. Students who don't meet activity attendance requirements may be released from any further participation in that activity.
- b. If a student is involved in two or more activities which create attendance conflicts, the student is responsible to notify all advisors/coaches involved as soon as the student is aware of the conflict. The student shall attend the activities as agreed upon by the advisors/coaches involved when a conflict exists. If the student chooses to attend in a manner not agreed upon by the advisors/coaches, this will be considered a violation of attendance requirements and the student may be released from further participation in one or more of the activities.

#### **3. Sectional/State Tournament Attendance**

- a. When a PHS team or an individual(s) are in the Sectional/State Tournament, Varsity/Junior Varsity

team participants are marked as a "Student Activity" to attend a tournament. Participants need to have a prior authorization with the Attendance Secretary to have it not count against their incentive and ride school-provided transportation.

- b. When participants of an activity wish to attend a State Tournament (with no PHS team competing), the participants can attend with their attendance being marked "Excused" and will count against their incentive. Participants need to return to the Attendance Secretary their ticket stub.

## EQUIPMENT, UNIFORMS, AND COSTUMES

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

## LOCKER ROOMS

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

## TRANSPORTATION AND ACTIVITIES AWAY FROM PHS

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

in any way.

3. ALL PRINCETON SCHOOL RULES APPLY TO STUDENTS WHILE THEY ARE ON TRIPS! This includes transportation both ways and the entire time at the location of the visit.

## COLLEGE ATHLETIC PARTICIPATION

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

## FEES AND COSTS

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

### Princeton High School Athletic & Fine Arts Fees

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

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

\$175:	Football, B/G Hockey, Fall Musical
\$275:	Clay Target League

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

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

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

## INSURANCE

The MSHSL has historically provided catastrophic insurance for all student athletes and fine arts participants in grades 7-12 during the time they practice for and compete in League-sponsored activities at the Varsity, JV, B-squad/Sophomore level. Cheerleading is the exception. For more information, go to [www.mshsl.org](http://www.mshsl.org). Additional coverage for student athletes can be purchased from Student Assurance Services, Inc. Contact the Activities Office for an application and more information.

## INJURIES

1. **All injuries must be reported by the participant to the advisor/coach immediately when they happen.**
2. Advisors/coaches are expected to administer first-aid to the level which they are competent. Advisors/coaches will fill out an accident report.
3. Parents of all PHS students are expected to provide the school with both home and emergency phone numbers. When a student is injured, the advisor/coach can then contact the parent/guardian.

4. For any medical treatment from a healthcare facility, the injured person's family insurance carrier should receive the claim.
5. After major surgery or serious illness/injury, the attending physician must certify in writing the student's readiness for participation and be filed with the Activities Office.
6. Princeton Schools DO NOT provide supports like knee or ankle braces. Such items must be purchased by the student. Family insurance can often be used.

## **SUSPENSIONS AND REMOVALS FROM PARTICIPATION**

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

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

## **ATHLETIC SQUADS**

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

Limiting Guidelines:

1. Responsibility
  - a. Choosing the member of the squad or cast is the sole responsibility of the coaches or advisors of those activities.

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

## 2. Procedure

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

## **FOREIGN EXCHANGE PARTICIPANTS**

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

## **ACTIVITY ELIGIBILITY**

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

### **GENERAL RULES**

#### **1**

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

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

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

- I will respect the rights & beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

- Assault on any person will not be condoned by the MSHSL and will be dealt with by the school administration and the local authorities.

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

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

## 2

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

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

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

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

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

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

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

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

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

## 3

### **INTERSCHOLASTIC ELIGIBILITY**

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

- ANNUAL ATTENDANCE** - All participants are required to complete the online activities registration and eligibility meeting, regarding rules and policies for students involved in activities.
- GPA/“F”** - The scholastic average for Varsity/Junior Varsity participants will be 2.0 GPA (current). Participants not on V/JV squads must be making satisfactory progress toward school district requirements for graduation. Any participant, beginning with the 4th week trimester grade check receiving an “F” will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no “F”’s exist. Participants will be able to practice. Participants with an “F” will not be permitted to leave school early for events or contests. Students not meeting this requirement at the 4/6/9 grade check periods will have two weeks to remain eligible (this period will be called “probation”). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called “suspension”). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 current GPA is not attained during the 3rd trimester of the previous school year.

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

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

#### 4

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

#### 5

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

#### 6

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

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

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

#### 7

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

#### 8

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

#### 9

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

#### 10

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

#### 11

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

## NON-SCHOOL COMPETITION AND TRAINING

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

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

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

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
2. A transfer student is eligible for varsity competition if:
  - A. 9th Grade Option: the student is enrolling in 9th grade for the first time;
  - B. Family Residence Change: the student transfers from one public school district attendance area to another public
  - C. Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
  - D. Custody of Student:
  - E. Move From Out of State.
  - F. Enrollment Options Program
3. If none of the provisions above are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
  - A. Students are immediately eligible for competition at the non-varsity level.
  - B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
  - C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

## MOOD-ALTERING CHEMICALS (MSHSL BYLAW 205)

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

1. use or consume, have in possession a beverage containing alcohol;

2. use or consume, have in possession tobacco; or,
3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
4. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
5. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

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

- Athletic Activities
  - Fine Arts Activities
- 1) Debate
  - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
- A. First Violation Penalty The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
  - B. Second Violation Penalty The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
  - C. Third or Subsequent Violation Penalty
    1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
    2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
      - a) The student is assessed as chemically dependent,
      - b) enters treatment voluntarily, and
      - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
      - d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
  - D. Applying the Penalty
    1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
    2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
    3. Counting Weeks:
      - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.

- b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
- c. At the beginning of the season, practice and conditioning weeks are counted.
- d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

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

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

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

**15**

**SOCIAL WEBSITES / PUBLIC DOMAIN**

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



June 18, 2019

Re: Erin Dohrmann 2018-2021 Contract

Clarification of Additional Salary- Compensation for Leadership in Q-Comp to align with Principals and Directors included in the District Q-Comp plan.

**Additional Salary.** The Princeton School District shall pay the Director of Student Services an additional salary of \$3,000.00 for the 2018-2019, 2019-2020 and 2020-2021 school year(s) for overseeing/administering the Q-Comp program providing funding for Q-Comp is available.

Respectfully,

Jason Senne  
Director of Human Resources

CC: Erin Dohrman Personnel File

### Core Values



706 1st Street,  
Princeton, MN 55371  
763-389-2422  
763-389-9142  
isd477.org



# PRINCETON

PUBLIC SCHOOLS



June 18, 2019

Re: Jason Senne 2018-2020 Contract

Clarification of Additional Salary- Compensation for Leadership in Q-Comp to align with Principals and Directors included in the District Q-Comp plan.

**Additional Salary.** The Princeton School District shall pay the Director of Human Resources an additional salary of \$3,000.00 for the 2018-2019 and the 2019-2020 school year(s) for overseeing/administering the Q-Comp program providing funding for Q-Comp is available.

Respectfully,

Michelle Czech  
Director of Business Services

CC: Jason Senne Personnel File

## Core Values



## AMENDMENT

### **Joint Powers Agreement for Rum River Special Education Cooperative**

This Amendment (“**Amendment**”) to the Joint Powers Agreement for the Rum River Special Education Cooperative is made as of the 13<sup>th</sup> day of June, 2019, by the Member Districts of the Rum River Special Education Cooperative.

WHEREAS the Member Districts are parties to a certain Joint Powers Agreement with an effective date of July 1, 2019; and

WHEREAS Article VII (A) of the Joint Powers Agreement provides that any amendments to the Joint Powers Agreement “shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District school board. No Amendment shall become effective until after it is so approved by all Member District school boards.” And

WHEREAS the Member Districts wish to amend the Joint Powers Agreement.

NOW THEREFORE the Member Districts agree to amend the Joint Powers Agreement as follows:

#### Article I (C)(3)

Provide or procure necessary facilities, equipment, and property to purchase, lease, grant, or through other lawful means, subject to any applicable statutory provisions, for its use within the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.

#### Article I (C)(7)

Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.

#### Article I (C)(14)

Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative or retain qualified staff members to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative’s Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

#### Article II (A)(1)

### Executive Council Meetings

The superintendents of the Member Districts shall constitute the Executive Council to Rum River Special Education Cooperative.

### Article III – Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the Member Districts. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the Member Districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member Districts will be billed for their proportionate share of the costs of the operation of the Joint Powers Cooperative based upon a billing schedule determined by the Executive Council. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each Member District will be responsible for its own costs, including attorney's fees, incurred in due process proceedings, including, but not limited to, actual or threatened administrative complaints, due process hearings, and mediation or other dispute resolution procedures related to such actual or threatened administrative complaints.

### Article III (A)

**FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract with a Member District or will retain qualified staff members for financial services and for the management of the fiscal affairs related to the operation of the Cooperative. The scope of financial services will be set forth in a description of financial services determined by the Executive Council and the Director of Special Education.

EXCEPT as set forth in this Amendment, the remainder of the Joint Powers Agreement is unaffected and will continue in full force and effect in accordance with the terms of Joint Powers Agreement. If there is conflict between this Amendment and the Joint Powers Agreement or any earlier addendum, amendment or revision, the terms of this Amendment will prevail.

IN WITNESS WHEREOF, this Amendment is entered into by the action of the governing body of each signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

(Signature Page to Follow)

INDEPENDENT SCHOOL DISTRICT #314  
BRAHAM, MINNESOTA

Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT #473  
ISLE, MINNESOTA

Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT #912  
MILACA, MINNESOTA

Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT #332  
MORA, MINNESOTA

Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT #333  
OGILVIE, MINNESOTA

Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT #477  
PRINCETON, MINNESOTA

Clerk:

Date:

# Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2019 by and between Independent School Districts:

Braham I.S.D. #314  
Isle I.S.D. #473  
Milaca I.S.D. #912  
Mora I.S.D. #332  
Ogilvie I.S.D. #333  
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned Independent School Districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of the school board of each Member District.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between “members” and is effective starting July 1, 2019.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the “Governing Board”) and the Joint Powers Executive Council (herein referred to as the “Executive Council”), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative’s Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the Member Districts shall include:

## ARTICLE I

### Governance

#### A. Rum River Special Education Cooperative Joint Powers Governing Board of Directors

1. The Governing Board shall consist of one appointed school board member from each Member District. The Director of Special Education of the Rum River Special Education Cooperative and the superintendents of all Member Districts shall serve as ex officio, non-voting members of the Governing Board.
2. Each Representative shall be appointed for a two-year term by the Member District's school board, may be reappointed and shall continue to serve until his or her successor is appointed. Each Member District shall be entitled to only one vote, which must be made in person and not in proxy.
3. A Board vacancy shall be filled for the unexpired term by appointment of the school board of the Member District whose seat is vacant, within 30 days of the vacancy.
4. Each Member District staff appoints an alternate delegate to represent that Member District when its delegate is unavailable.
5. The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk. The Secretary of the Governing Board shall be the Director of Special Education and, as such, shall serve in the capacity of an Executive Secretary. The Executive Secretary shall have no vote and no authority as a Board member.
6. The election of the Governing Board officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an officer is for one year and such term shall expire at the meeting at which the new officer is elected.
7. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board.

#### B. Board Officer Responsibilities

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Member Districts as a group, within the purposes of this Agreement. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Board and is the official representative of the Board in all matters relating to the Special Education Cooperative.

2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Board.

C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

1. Provide a thorough and continuing system of reporting to and communication with the Board of Education of each Member District.
2. Employ a Director of Special Education who shall be responsible to the Governing Board for the administration of the Special Education Cooperative's services.
3. Provide or procure necessary facilities, equipment, and property to purchase, lease, grant, or through other lawful means, subject to any applicable statutory provisions, for its use with the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.
4. Enter into contracts, as it deems appropriate, by law, regulation, or order for the manner of use and for the supervision and disposition of property assigned to, held by or managed by it.
5. Employ licensed and non-licensed personnel as and when the need arises either as employees of the Joint Powers Cooperative, by entering into contractual relationships with independent contractors, or by purchasing services through a Member District, but only to the extent that funds have been made available to it for that purpose.
6. Govern the affairs of the Joint Powers Cooperative under the policies, guidelines and directives of the Governing Board within the law.
7. Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget, adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.
8. Annually review the Joint Powers Agreement and report to Member District Boards and, to the extent required by law, the Commissioner of Education about the activities of the Joint Powers Cooperative.
9. Establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting law, Minnesota Statutes, Chapter 13D (as amended). The Board shall also comply with State and federal laws

applicable to its Member District's school boards.

10. Establish, review regularly, and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for, and arrange the provision of special education and related services to students on behalf of, Member Districts.
12. Adopt fiscal, personnel, and other policies consistent with applicable law to govern the administration and operation of its services as well as those services and staff shared between the Cooperative and the Member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state, federal, and local laws, rules, regulations, and ordinances applicable to the Cooperative and/or its Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

## **ARTICLE II**

### **Administration**

#### **A. Rum River Special Education Cooperative Joint Powers Executive Council**

##### **1. Executive Council Meetings**

The superintendents of the Member Districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

## 2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
  - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
  - 2) Review, revise, and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds within the approved budget or otherwise approved by the Governing Board;
  - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel and non-licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks, within the approved budget or otherwise approved by the Governing Board, and receive all monies on behalf of the Rum River Special Education Cooperative.
- d. Make application for, receive, and administer federal and State aids, grants, and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the Member Districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

## B. Joint Powers Director of Special Education

The Director of Special Education shall be employed by the Rum River Special Education Cooperative and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

### 1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Executive Council.
- b. The Director shall inform all candidates for employment that approval of employment may come only from the Governing Board.
- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

### **ARTICLE III**

#### **Finance**

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the Member Districts. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the Member Districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member Districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each Member District will be responsible for its own costs, including attorney's fees, incurred in due process proceedings, including, but not limited to, actual or threatened administrative complaints, due process hearings, and mediation or other dispute resolution procedures related to such actual or threatened administrative complaints.

A. FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE: The Joint Powers

Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. The scope of services will include:

#### Accounting

- Supervision
  - Review RRSEC financial data
- UFARS
  - Maintain and support the SMART Finance system and provide any necessary support to the RRSEC Account Executive in using the finance system
  - Assure compliance within UFARS system
  - Maintain Chart of Accounts consistent with UFARS requirements
- General Ledger Reconciliation
  - Prepare periodic general ledger and related reports
- Federal & Local Grants
  - Completes financial accounting of all federal, state and local grants including preparation of single audit work papers
- Bank Statement Reconciliation
  - Complete bank reconciliation on monthly basis
- Payroll
  - Complete and process all payroll
  - Complete payroll accrual reconciliations on monthly basis and year end reports
- Accounts Payable and Accounts Receivable
  - Maintain accounts receivable and payable system and monitor related balances
  - Prepare and process all bills and payments

#### Annual Audit Coordination

- Planning and Coordination
  - Completes year-end accounting procedures necessary for preparation of the annual audit work papers and related financial reports

#### Cash Flow Management

- Cash Flow Projections
  - Assist in development of cash management plan and administer as required
  - Prepare and process IDEAS payments from Department of Education and all other cash receipts
- Treasurer's Report
  - Prepare treasurer's report and cash reconciliation monthly

#### Financial Planning

- Negotiations and Costing
  - Follow C-I union contracts for RRSEC union employees

#### Human Resources

- Personnel Support
  - Post for open employment positions
  - Provide and support Benefits programs
  - Assist with disciplinary support and improvement plans
- Complete all necessary documents and procedures for worker's compensation claims
- STAR reporting

- Maintain and submit STAR report data

Other Services

- Provide telephone and internet services and support at RR South, RR East and RRSEC
- Maintain the fixed asset system

Complete any other tasks deemed necessary and reasonable to perform duties of fiscal services.

**B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.**

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

**ARTICLE IV**

**Programs and Services**

The Joint Powers Cooperative is vested with the authority to provide effective and efficient programs and services for all of its Member Districts as follows:

- A. Programs for students with disabilities will be coordinated, and staff utilized, as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.
- H. Assistance with improvement initiatives such as Response to Intervention (Rtl) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.

- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will comply with and monitor the Member Districts' compliance with State and federal laws applicable to the services and programs provided by the Cooperative.

## **ARTICLE V**

### **Membership**

- A. Addition of Member Districts:

Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a pro rata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. Withdrawal of Member Districts:
  - 1. All Member Districts shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the fiscal year following the year in which the notice of withdrawal was provided to each other Member District. The withdrawing Member District is encouraged to submit comment as to why it is withdrawing.
  - 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a Member District and assumes responsibility for the debt and assets of the consolidated districts. The new consolidated Member District must only appoint one member to the Governing Board and is only entitled to one vote on the Governing Board.
  - 3. Upon withdrawal from the Cooperative, the withdrawing Member District shall be refunded its proportionate share of current depreciated value of any real or personal property it helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the withdrawing Member District for said property. The withdrawing Member District remains responsible for its share of any debt incurred by the Cooperative pursuant to Minnesota Statutes, section 123B.02, subdivision 3.
  - 4. The withdrawal of any Member District shall be subject to other applicable laws, including,

but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

## **ARTICLE VI**

### **Dissolution of the Joint Powers Cooperative**

#### **A. Dissolution**

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the fiscal year following the year in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts at the time of dissolution in the same proportion as those Member Districts contributed to the Cooperative when they joined.
3. The Dissolution of the Cooperative shall be subject to other applicable law, including, but not necessarily limited to, Minnesota Statutes, § 123A.33 (as amended).

## **ARTICLE VII**

### **Review and Amendment**

- A. The Governing Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District school board. No Amendment shall become effective until after it is so approved by all Member District school boards. Should any provision of this Agreement be found unlawful, invalid, void, or unenforceable, those provisions shall be severable, the rest of this Agreement shall remain in full force in effect, and the Agreement shall be amended so that the Agreement is lawful, valid, and enforceable.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314  
BRAHAM, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #333  
OGILVIE, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #477  
PRINCETON, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #332  
MORA, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #473  
ISLE, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT #912  
MILACA, MINNESOTA

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**7.16.19**

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

Date Submitted	Grant Name	School	Applicant	Approx Funds
6.14.19	Target Youth Soccer Grant	High School	Darin Laabs	\$1,000.00
7.1.19	Pathway II Early Learning Scholarship Funds	Family Center	Gwen Anderson	FY20 - \$38107.82 FY21 - \$38107.82
6.30.19	ECRAC Art in our Schools	District	Gary Loch	\$2,675.00
6.30.19	ECRAC Arts & Cultural Heritage Fund	District	The Big Read	\$9,975.00



# PRINCETON

PUBLIC SCHOOLS



## RESOLUTION ADOPTING THE LONG-TERM FACILITIES MAINTENANCE PLAN

WHEREAS, Minnesota Statute 123B.595 establishes the Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, other cooperatives and charter schools.

WHEREAS, the School District has developed a ten-year plan for long-term facilities maintenance consistent with this law.

THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District No. 477 approves the attached Long-Term Facilities Maintenance Plan.

Moved by: \_\_\_\_\_ Seconded By: \_\_\_\_\_

The following voted for: \_\_\_\_\_

The following voted against: \_\_\_\_\_

WHEREUPON the resolution was declared adopted the 16th day of July 2019.

Date: \_\_\_\_\_ Board Clerk: \_\_\_\_\_

### Core Values



 706 1st Street,  
 Princeton, MN 55371  
 763-389-2422  
 763-389-9142  
 [isd477.org](http://isd477.org)





## Fiscal Year (FY) 2021 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance (LTFM) revenue under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2019. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2021 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2021 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335).

### Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
---	--	-------

FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019								
477	<b>&lt;= Type in School District Number</b>											
	<b>Princeton Public School District</b>			Change only								
				if requiring levy	Payable 2019							
<i>Calculations for Ten Year Projection</i>				Pay 19	adjustments	LLC Certification	Current Estimate					
	LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
1	Type your district number in cell A2 (Minneapolis = 1.2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	Initial Formula Revenue											
6	Current year APU	57	3,627.40	3,648.79	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)			3,648.79	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44	3,626.44
7	District average building age (uncapped)	451	30.20	30.20	31.20	32.20	33.20	34.20	35.20	36.20	37.20	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)			0.86286	0.89143	0.92000	0.94857	0.97714	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)			1,189,373	1,196,385	1,228,429	1,267,802	1,307,175	1,346,548	1,378,046	1,378,046	1,378,046
11	Added revenue for Eligible H&S Projects > \$100,000 / site											
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess			702	723,555	715,680	707,700	710,115	712,215	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)			756	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)			701	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)			755	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			767	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site			455	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)			456	696,376	723,555	715,680	707,700	710,115	712,215	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)											
20a	Net debt service for bonds approved for Pre-K remodeling			768	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling			457	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)			458	1,919,940	1,944,109	1,975,502	2,017,290	2,058,763	1,378,046	1,378,046	1,378,046

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019							
477	<b>&lt;= Type in School District Number</b>										
	<b>Princeton Public School District</b>			Change only							
				if requiring levy	Payable 2019						
<b>Calculations for Ten Year Projection</b>				Pay 19	LLC Certification	Current Estimate					
	LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	<b>Old Formula revenue</b>										
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	459	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701		-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-	-	-	-	-	-
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	766		723,555	715,680	707,700	710,115	712,215	-	-	-
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)	460		-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	463		-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767		-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769		-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466		201,496	206,893	213,525	220,156	226,787	232,092	232,092	232,092
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	896,691	925,051	922,573	921,225	930,271	939,002	232,092	232,092	232,092
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>468</b>	<b>1,885,748</b>	<b>1,919,940</b>	<b>1,944,109</b>	<b>1,975,502</b>	<b>2,017,290</b>	<b>2,058,763</b>	<b>1,378,046</b>	<b>1,378,046</b>	<b>1,378,046</b>
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>	<b>470</b>	<b>1,885,748</b>	<b>1,919,940</b>	<b>1,944,109</b>	<b>1,975,502</b>	<b>2,017,290</b>	<b>2,058,763</b>	<b>1,378,046</b>	<b>1,378,046</b>	<b>1,378,046</b>
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>472</b>	<b>1,885,748</b>	<b>1,919,940</b>	<b>1,944,109</b>	<b>1,975,502</b>	<b>2,017,290</b>	<b>2,058,763</b>	<b>1,378,046</b>	<b>1,378,046</b>	<b>1,378,046</b>
	<b>Aid and Levy Shares of Total Revenue</b>										
35	For ANTC & APU, three year prior date		2017	2017	2018	2019	2020	2021	2022	2023	2024
36	Three year prior Ag Modified ANTC	33	17,027,105	17,027,105	17,862,177	18,576,664	19,319,731	20,092,520	20,896,221	21,732,070	22,601,353
37	Three year prior Adjusted PU (New Weights)	54	3,497.77	3,497.79	3,632.65	3,706.80	3,648.79	3,626.44	3,626.44	3,626.44	3,626.44
38	ANTC / APU = (36) / (37)	474	4,867.99	4,867.96	4,917.11	5,011.51	5,294.84	5,540.57	5,762.19	5,992.68	6,232.39
39	State average ANTC / APU with ag value adjustment	475	7,718.42	8,124.44	8,591.39	9,061.00	9,544.16	9,926.00	10,323.00	10,736.00	11,165.00
40	Equalizing Factor = 123% of (39)	476	9,493.66	9,993.06	10,567.41	11,145.03	11,739.32	12,208.98	12,697.29	13,205.28	13,732.95
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	48.71%	48.71%	46.53%	44.97%	45.10%	45.38%	45.38%	45.38%	45.38%
42	State (aid) share of Equalized Revenue (1 - (41))	478	51.29%	51.29%	53.47%	55.03%	54.90%	54.62%	54.62%	54.62%	54.62%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	1,378,412	1,386,539	1,378,046	1,378,046	1,378,046	1,378,046	1,378,046	1,378,046	1,378,046
44	Initial LTFM State Aid (42) * (43)	479	706,936	711,108	736,829	758,389	756,499	752,673	752,671	752,676	752,651
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482	706,936	711,108	736,829	758,389	756,499	752,673	752,671	752,676	752,651
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	1,178,812	1,208,831	1,207,281	1,217,113	1,260,791	1,306,089	625,375	625,370	625,395
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>										
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+767+768		723,555	715,680	707,700	710,115	712,215	-	-	-
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	769		630,097	627,638	626,588	655,988	656,513	650,475	653,888	650,475
51	Total Debt Service Revenue = (49) + (50)	770		1,353,652	1,343,318	1,334,288	1,366,103	1,368,728	650,475	653,888	650,475
52	Equalized debt Service Revenue (lesser of (43) or (51))	486		1,353,652	1,343,318	1,334,288	1,366,103	1,368,728	650,475	653,888	650,475
53	Debt Service Aid = (52) * (42)	488		694,242	718,260	734,307	749,943	747,584	355,281	357,147	355,272
54	Equalized Debt Service Levy = (52) - (53)	489		659,410	625,058	599,980	616,160	621,144	295,194	296,740	295,203

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019								
477	<= Type in School District Number											
	Princeton Public School District		Change only									
			if requiring levy	Payable 2019								
Calculations for Ten Year Projection		Pay 19	adjustments	LLC Certification	Current Estimate							
		LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	-	-	-	-	-	-	-
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>											
57	Total General Fund Revenue = (34) - (51)	491			566,288	600,792	641,215	651,187	690,035	727,571	724,158	727,571
58	General Fund Equalized Revenue = (43) - (52)	492			32,887	34,728	43,758	11,943	9,318	727,571	724,158	727,571
59	Total General Fund Aid = (46) - (53)	493			16,867	18,569	24,082	6,557	5,090	397,390	395,529	397,379
60	General Fund Equalized Levy = (58) * (41)	494			16,020	16,159	19,677	5,387	4,229	330,181	328,630	330,192
61	General Fund Unequalized levy = (57) - (58)	495			533,401	566,064	597,456	639,244	680,717	-	-	-
62	Total General Fund Levy = (60) + (61)	496			549,422	582,223	617,133	644,631	684,946	330,181	328,630	330,192
	<b>Notes:</b>											
	1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.											
	2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.											
	3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.											









Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-05

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information		District Info.		Enter Information																	
District Name:		Princeton Public Schools		Date:		7/16/2019																	
District Number:		0477				michelle.czech@isd477.org																	
District Contact Name:		Michelle Czech																					
Contact Phone #																							
Expenditure Categories													Fiscal Year (FY) Ending June 30										
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.													2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Finance Code	Category (1)																						
347	Physical Hazards		\$14,077	\$22,310	\$22,979	\$27,806	\$30,372	\$29,500	\$32,222	\$31,296	\$34,184	\$33,202	\$18,113										
349	Other Hazardous Materials		\$4,377	\$14,150	\$10,300	\$10,609	\$10,927	\$11,255	\$16,415	\$11,941	\$12,299	\$12,668	\$9,519										
352	Environmental Health and Safety Management		\$30,011	\$51,090	\$64,313	\$219,730	\$69,086	\$70,713	\$76,963	\$75,019	\$144,250	\$82,280	\$53,977										
358	Asbestos Removal and Encapsulation		\$2,436	\$16,400	\$16,892	\$277,956	\$13,113	\$13,506	\$13,911	\$14,329	\$14,758	\$15,201	\$16,884										
363	Fire Safety		\$62,883	\$34,550	\$35,587	\$308,112	\$12,676	\$13,056	\$23,301	\$13,851	\$14,267	\$25,462	\$31,496										
366	Indoor Air Quality		\$0	\$6,500	\$6,695	\$58,171	\$12,566	\$12,943	\$13,332	\$13,732	\$280,116	\$14,568	\$6,762										
	<b>Total Health and Safety Capital Projects</b>		<b>\$113,784</b>	<b>\$145,000</b>	<b>\$156,766</b>	<b>\$902,384</b>	<b>\$148,740</b>	<b>\$150,973</b>	<b>\$176,144</b>	<b>\$160,168</b>	<b>\$499,874</b>	<b>\$183,381</b>	<b>\$136,751</b>										
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year																							
Finance Code	Category (2)																						
358	Asbestos Removal and Encapsulation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
363	Fire Safety		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
366	Indoor Air Quality		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>										
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151																							
Finance Code	Category (3)																						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. (No new appropriations for this category FY 2020 - beyond.)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0										
Accessibility																							
Finance Code	Category (4)																						
367	Accessibility		\$0	\$0	\$0	\$26,523	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	\$25,335	\$26,348										
Deferred Capital Expenditures and Maintenance Projects																							
Finance Code	Category (5)																						
368	Building Envelope		\$24,927	\$66,000	\$0	\$203,162	\$587,341	\$296,572	\$240,549	\$298,215	\$255,199	\$255,254	\$260,360										
369	Building Hardware and Equipment		\$114,481	\$160,000	\$77,250	\$211,862	\$131,619	\$83,288	\$143,750	\$94,330	\$91,011	\$93,741	\$95,616										
370	Electrical		\$70,276	\$50,000	\$152,646	\$374,636	\$169,373	\$579,637	\$661,933	\$2,234,915	\$152,504	\$152,012	\$155,052										
379	Interior Surfaces		\$41,312	\$269,000	\$180,250	\$570,075	\$712,021	\$408,109	\$408,760	\$278,501	\$213,998	\$218,645	\$223,018										
380	Mechanical Systems		\$692,857	\$850,000	\$726,150	\$1,479,956	\$344,209	\$442,325	\$672,379	\$77,613	\$5,212,132	\$82,340	\$83,986										
381	Plumbing		\$0	\$0	\$0	\$126,247	\$1,109,118	\$75,972	\$107,233	\$27,463	\$62,724	\$12,668	\$12,941										
382	Professional Services and Salary		\$205,946	\$150,000	\$150,000	\$1,875,701	\$833,723	\$591,413	\$681,491	\$811,671	\$1,557,571	\$266,164	\$43,624										
383	Roof Systems		\$39,359	\$388,000	\$77,250	\$2,818,493	\$16,937	\$268,997	\$17,969	\$18,508	\$19,063	\$19,635	\$20,027										
384	Site Projects		\$124,442	\$226,000	\$0	\$1,718,375	\$264,276	\$210,752	\$473,390	\$217,138	\$223,653	\$230,362	\$234,969										
	<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$1,313,600</b>	<b>\$2,159,000</b>	<b>\$1,363,546</b>	<b>\$9,378,507</b>	<b>\$4,168,617</b>	<b>\$2,957,065</b>	<b>\$3,407,454</b>	<b>\$4,058,354</b>	<b>\$7,787,855</b>	<b>\$1,330,821</b>	<b>\$1,129,593</b>										
<b>Total Annual 10-Year Plan Expenditures</b>			<b>\$1,427,384</b>	<b>\$2,304,000</b>	<b>\$1,520,312</b>	<b>\$10,307,414</b>	<b>\$4,339,212</b>	<b>\$3,130,548</b>	<b>\$3,606,783</b>	<b>\$4,242,403</b>	<b>\$8,312,326</b>	<b>\$1,539,537</b>	<b>\$1,292,692</b>										

# PRINCETON

## PUBLIC SCHOOLS

### 2020-2021 Calendar



#### August 2020

- 25-27 New Teacher Workshops
- 31 Staff Development Day

#### September 2020 17 student days

- 1-3 Staff Development Days
- 7 Labor Day
- 8 First Day of School

#### October 2020 19 student days

- 19 No School for Students-Staff Development
- 15-16 No School for Students & Staff

#### November 2020 19 student days

- 26-27 Thanksgiving Break
- No School for Students & Staff

#### December 2020 14 student days

- 3 Last day of trimester 1
- 4, 7 No School for Students-Staff Development
- 23-31 Winter Break
- No School for Students & Staff

#### January 2021 19 student days

- 1 Winter Break
- No School for Students & Staff
- 18 Martin Luther King Jr. Day
- No School for Students-Staff Development

#### February 2021 19 student days

- 15 President's Day
- No School for Students & Staff

#### March 2021 21 student days

- 10 Last Day of Trimester 2
- 11-12 No School for Students
- Staff Development/Grading

#### April 2021 20 student days

- 2-5 Spring Break
- No School for Students & Staff

#### May 2021 20 student days

- 31 Memorial Day
- No School for Students & Staff

#### June 2021 3 student days

- 3 Last Day of School
- 4 High School Graduation
- 4 Staff Development/Grading

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Key

- Holiday / School Closed
- No School - Staff Development Day
- △ Last Day of Trimester
- First and Last Day of School

T1	58 Days
T2	57 Days
T3	56 Days
Student Days:	171
SD Days:	11



# Agenda

## School Board Membership Resolution Meeting

- Share the Training Video
- Review the Common Language utilizing the PowerPoint
- Share your Purpose and 2-3 Purpose statements of your coaches (in-person or read by you)
- Provide the school board with a copy of every coaches purpose statement on your staff
- Ask them to determine how success will be defined in your school district

# Aligning School Communities

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# School Board Video





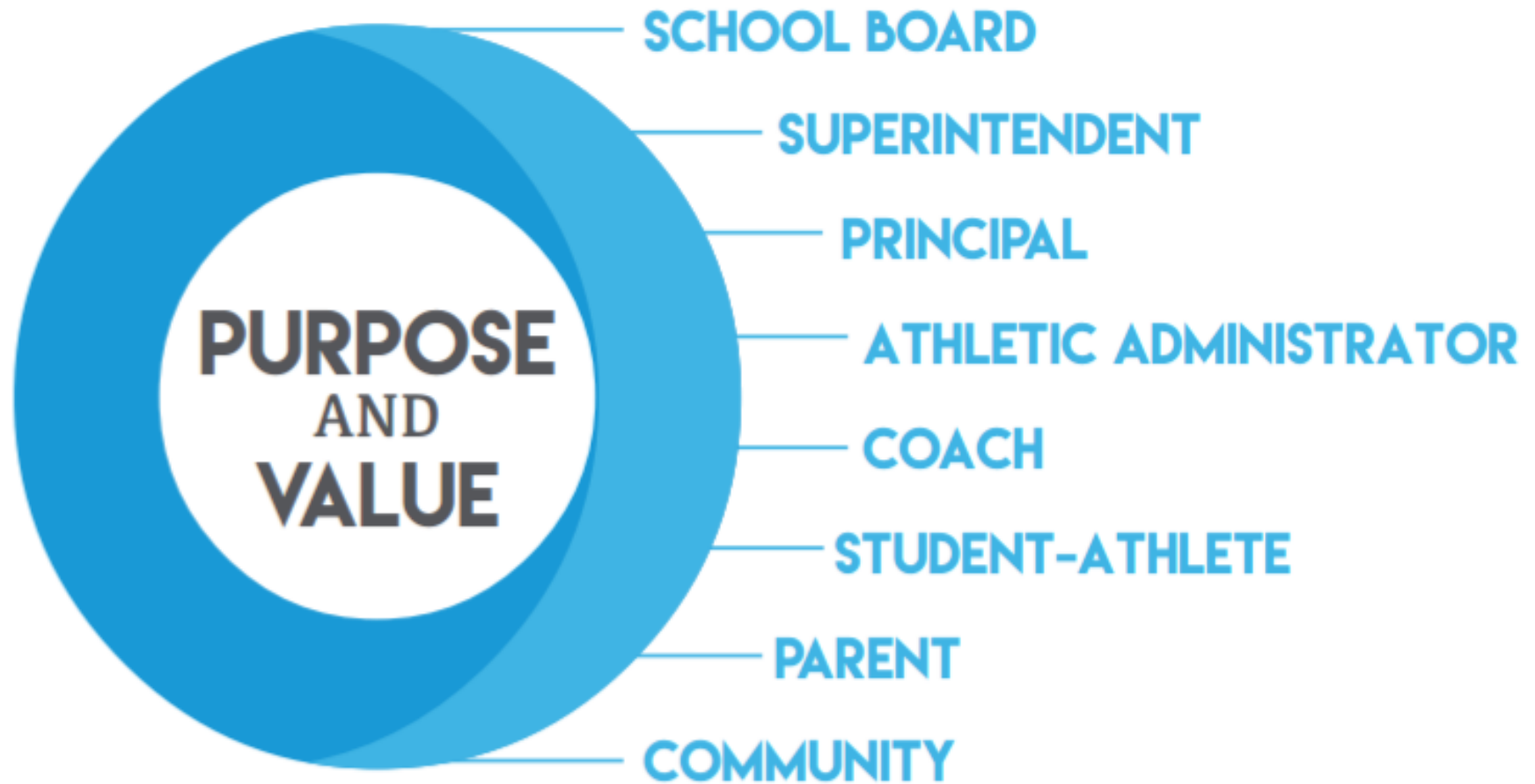
# Leaders of Learning

*“Leaders who develop a common language do not settle for a superficial use of key terms. Instead, they drill deeper to ensure there is understanding behind each term.”*

**What is the PURPOSE of our Programs?**

**We need a common language  
that aligns our school  
community stakeholders**





# Common Language

## Goals and Purpose



# The Goal is to Win



**WE PREPARE, PLAN  
AND PLAY TO WIN**

**BUT WINNING IS NOT  
OUR PURPOSE**



# The Purpose

- Teaching & Learning
- Human Growth & Development
- Connecting Students to Caring Adults



# Purpose

*["Insert your purpose as the Athletic Administrator"]*

- *Share 2-3 purpose statements from your coaches...or better, have them at the meeting and ask them to stand and share their Transformational Purpose Statement.*
- *Provide a copy of all of your coaches TPS available on the Continuing Education Report*



# How Do I Define Success

## *InSideOut Coaching*

Pages 123-125

*“I can’t say my PURPOSE is to help boys become men of empathy and integrity who will lead, be responsible, and change the world for good and then define success by my win-loss record.”*

**-- Joe Ehrmann**



# Definition of Success

**How will we collectively  
and publicly define success  
in our school community?**



# Parent Resources Coming

- **2019 Parent Video**
- **Pre-Season Mtg PowerPoint Presentation**
- **Talking Points**



# Talking Points

- The Goal for our program is to win games, conference and state championships.
- But that isn't our Purpose
- Our Purpose is to develop in the students skills that will help them be successful in life.
- This takes intention and focus
- And it takes clear expectations and support for coaches.
- We don't get to determine who participates in our programs. We will try to help students become better athletes and through that process and if we are intentional we will grow better equipped human beings.
- Share your definition of success from a leadership perspective.
- How will we define success in our school district?



**WHY WE PLAY** was created by the Minnesota State High School League. For more information and for ongoing support, join the conversation on Twitter.

**WHY WE PLAY @mshsl\_coaches**  
**jredman@mshsl.org**

### 7.16.19 First Reading of Policy Summary of Changes

- 410 - Family and Medical Leave
  - No Changes
- 413 - Harassment and Violence Prohibition
  - Added item “E” on page 4; omitted from MSBA policy
- 413 - Form
  - No Changes
- 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - No Changes
- 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
  - No Changes
- 506 - Student Discipline
  - MSBA Changes
- 506 - Form
  - No Changes
- 514 - Bullying Prohibition Policy
  - MSBA Changes
- 522 - Student Sex Nondiscrimination
  - No Changes
- 602 - Organization of School Calendar and School Day
  - Adopted MSBA Policy
- 608 - [DRAFT] Multi-Tiered Systems of Support (MTSS) Framework
  - -Draft policy developed by Director of Teaching & Learning
- 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
  - No Changes
- 799 - [DRAFT] Post Issuance Compliance
  - -Draft policy provided by Ehler’s
- 806 - Crisis Management
  - No Changes

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 410-FAMILY AND MEDICAL LEAVE**

**I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

**II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

**III. DEFINITIONS**

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves and was discharged or released under conditions other than dishonorable, , at any time during the period

of five years preceding the first date the eligible employee takes FMLA leave care for the covered veteran

- C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Right Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.
- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military Member;
  3. to address issues related to childcare and school activities of a covered military member's child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member; and
  8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
  9. to address parental care needs.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.

- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriages as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered in to or, in the case of marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve-week Leave under Federal Law**

- 1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a) birth of the employee's child and to care for such child;
  - b) placement of an adopted or foster child with the employee;
  - c) to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d) the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e) any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
- 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b) in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:
    - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office grade, rank, or rating: or
    - (2) a physical or mental condition that substantially impairs the covered veteran has received U.S. Department of Veterans Affairs Service-Related

Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave: or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment: or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. Above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification

within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in

termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

#### B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal caregiver incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but

may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 workweeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the

family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks

of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between Employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §§ 181.940-181.944 (Parenting Leave)  
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)  
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: June 8, 200  
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Revised: September 18, 2018  
Reviewed: August 6, 2019

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 413 - HARASSMENT AND VIOLENCE PROHIBITION**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

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

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

#### D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a) has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b) has a record of such an impairment; or
  - c) is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
  - a) their parent or parents or the minor's legal guardian; or
  - b) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or

femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Gender Identity" means that the personal conception of oneself as a male or female.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: submission to that conduct or communication is made a
  - a) term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a) unwelcome verbal harassment or abuse;
  - b) unwelcome pressure for sexual activity;

- c) unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f) unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

#### G. Sexual Violence; Definition

- a) Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- b) Sexual violence may include, but is not limited to:
  - (1) touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - (2) coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - (3) coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

- (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the Building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made

or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this

policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004  
Revised: November 24, 2009  
Revised: November 8, 2011  
Revised: April 15, 2014  
Revised: October 20, 2015  
Revised: September 6, 2016  
Revised: December 18, 2018  
Revised: August 6, 2019

**PRINCETON PUBLIC SCHOOL DISTRICT 477  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence:

Independent School District No. 477 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status  
with regard to public assistance \ sexual orientation \ gender identity \ disability

Name of person(s) you believe harassed or was violent toward you or another person or group.

\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person  
or group: \_\_\_\_\_

Rev. Sept 18, 2018

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature) (Date)

\_\_\_\_\_  
Received by (Date)

**PRINCETON PUBLIC SCHOOLS**  
**414 - MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL**  
**ABUSE**

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Non Maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or

deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury. (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to School.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to

determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification' of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when

ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

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

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

### **Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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## PRINCETON PUBLIC SCHOOLS

### 415 - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

#### I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

#### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

#### III. DEFINITIONS

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's

health, safety or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produce physical pain or injury or emotional distress including, but not limited to, the following; (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. © Any sexual contact or penetration as defined services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for

wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. §626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care services, has an impaired ability to protect the individual's self from maltreatment.
- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic

conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose nonpublic data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota Law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## **V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## **VI. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
 Minn. Stat § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
 Minn. Stat § 609.221-609.224 (Assault)  
 Minn Stat. § 609.234 (Crimes against the Person)  
 Minn Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
 Minn. Stat. § 609.342-609.3452 (Criminal Sexual Conduct)  
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
 Minn. Stat § 626.5572 (Definitions)  
*In re Kleven*, 736 N. W. 2d 707 (Minn. App. 2007)

**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 406 (Public and Private Personnel Data)  
 Princeton Policy 414 ( Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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**PRINCETON PUBLIC SCHOOLS  
POLICY 506-STUDENT DISCIPLINE**

**I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All

teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored

activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior,

defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school District by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to ~~toward~~ teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that ~~are is~~ discriminatory, abusive, obscene, threatening, intimidating, ~~degrading or that degrades~~ other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not Exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as

determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school District personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
2. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
3. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
4. Building shall modify these procedures to adjust for age of students.

D. Responsibility for and Custody of a Student Removed From Class.

1. Student shall be sent to the office of the respective building.
  2. Students shall walk to the office.
  3. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
  4. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- F. Procedures for Notification.
1. The student shall return to class after serving the assigned amount of time.
  2. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
- G. Disabled Students; Special Provisions.
1. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).
  2. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
  2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
  3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
  - J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
  - K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

## **IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

### C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic

drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress

toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a) strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b) assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c) petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion

proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization

from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the

hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling factors on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, gender identity, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and

may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

#### **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is

appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 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 (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.27 (School and Community Advisory Team)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**Cross References:** Princeton Policy 413 (Harassment and Violence)  
Princeton Policy 501 (School Weapons)  
Princeton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Princeton Policy 503 (Student Attendance)

Princeton Policy 505 (Distribution of Non School-Sponsored  
Materials on School Premises by Students and Employees)  
Princeton Policy 514 (Bullying Prohibition Policy)  
Princeton Policy 524 (Internet Acceptable Use and Safety Policy)  
Princeton Policy 525 (Violence Prevention)  
Princeton Policy 526 (Hazing Prohibition)  
Princeton Policy 527 (Student Use and Parking of Motor Vehicles;  
Patrols, Inspections, and Searches)  
Princeton Policy 610 (Field Trips)  
Princeton Policy 709 (Student Transportation Safety Policy)

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Revised: August 6, 2019

**NOTICE OF SUSPENSION**

(Date)  
(Name of Parent or Guardian)  
(Address)  
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

\_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_  
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after \_\_\_\_\_ [date] .

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

Reviewed: August 6, 2019

**PRINCETON PUBLIC SCHOOLS  
POLICY 514-BULLYING PROHIBITION POLICY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.
  
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

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

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

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action

against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct

that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

## **V. SCHOOL DISTRICT ACTION**

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

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

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

## **VI. RETALIATION OR REPRISAL**

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

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

## **VII. TRAINING AND EDUCATION**

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

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

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

## **VIII. NOTICE**

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

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made

consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and

Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

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

Adopted: January 27, 2004

Revised: November 24, 2009

Revised: August 10, 2010

Revised: March 22, 2011

Revised: October 21, 2014

Revised: August 18, 2015

Revised: April 16, 2017

Revised: August 6, 2019

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 522 - STUDENT SEX NONDISCRIMINATION**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official

designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Human Resource Director, at 706 1st St., Princeton, MN 55371, and phone number 763-389-6181, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Human Resource Director Title IX coordinator and human rights officer(s), including office addresses of 706 1st St. Princeton, MN 55371 and telephone number 763-389-6181.

- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and document deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## VIII. DISSEMINATION OF POLICY AND EVALUATION

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

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** Princeton Policy 102 (Equal Educational Opportunity)

Princeton Policy 413 (Harassment and Violence)

Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: May 11, 2004

Revised: November 24, 2009

Reviewed: March 22, 2011

Reviewed: May 8, 2012

Revised: October 8, 2013

Revised: January 20, 2015

Revised: March 21, 2017

Reviewed: December 18, 2018

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 602 - ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

**I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

**II. GENERAL STATEMENT OF POLICY**

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

**III. CALENDAR RESPONSIBILITY**

A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

#### **IV. SCHOOL DAY RESPONSIBILITY**

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### **V. E-LEARNING DAYS**

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal

school start time that students will need to follow the e-learning day plan for that day.

- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

**Cross References:** Princeton Public Schools Policy 425 (Staff Development)

Adopted: August 6, 2019

**PRINCETON PUBLIC SCHOOLS****DRAFT 608 - MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) FRAMEWORK****I. Purpose:**

The purpose of this policy is to establish a framework to ensure that all students receive high quality, evidence-based general education core instruction and, as appropriate, strategic and/or intensive intervention supports matched to student needs.

**II. General Statement of Policy:**

The district utilizes the core principles of the Multi-tiered Systems of Support (MTSS) process to improve educational and social and emotional behavioral outcomes for all students.

**III. Definition and Elements of MTSS:**

“Multi-tiered Systems of Support (MTSS)” is a process which combines systematic assessment, decision-making and a multi-tiered services delivery model to improve educational and social and emotional behavioral outcomes for all students.

For MTSS implementation to work well, the following essential elements must be implemented with fidelity and in a rigorous manner:

- A. High-quality, scientifically based classroom instruction. All students receive high-quality, evidence-based instruction in the general education classroom.
- B. Ongoing student assessment. Universal screening and progress monitoring provide information about a student’s learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the MTSS process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students’ instructional needs are based on multiple data points taken in context over time.
- C. Tiered instruction. A multi-tiered approach is used to efficiently differentiate instruction for all students. The model incorporates

increasing intensities of instruction offering specific, research-based interventions matched to student needs.

- D. Parent involvement. Schools implementing MTSS provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

**Cross References:** [Seattle Public Schools Policy 2163](#) (Supports & Interventions)  
[Laurel School District Policy IDAA](#) (Multi-Tiered Systems of Support)  
RTI Network: <http://www.rtinetwork.org/learn/what/whatisrti>  
"Taking Action: A Handbook for RTI at Work": Austin Buffum, Mike Mattos, Janet Malone

Adopted:

**PRINCETON SCHOOL DISTRICT**  
**POLICY 721 - UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL**  
**REVENUE SOURCES**

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

**II. DEFINITIONS**

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. A. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or  
B. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. §

200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
  3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied

for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests,

disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

H. Methods of Procurement. The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b) Proposals must be solicited from an adequate number of qualified sources;
  - c) The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e) The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used

to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a) The item is available only from a single source;
  - b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c) The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d) After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

A. Property Standards:

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment:

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control. Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.
- C. Internal Controls.
  1. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in

the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

2. The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.
3. The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.
4. The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
5. The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

### **B. Definitions**

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

4. “Advance payment” means a payment that a federal awarding agency or pass through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a

use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

#### F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a) Necessary for the proper and efficient performance or administration of the program.
- b) Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c) Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d) Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e) Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a) School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b) School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c) School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

## VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

### A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

### B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a) They are provided under established written leave policies;
- b) The costs are equitably allocated to all related activities, including federal awards; and

- c) The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
- 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
- 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
- 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
- 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
- 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies. In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

3. A direct result of the individual's travel for the federal award;
4. Consistent with the school district's documented travel policy for all school district travel; and
5. Only temporary during the travel period.

**Legal References:** 2 C.F.R. § 200.12 (Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)

2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
2 C.F.R. § 200.212 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
2 C.F.R. § 200.338 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.473 (Transportation Costs)  
2 C.F.R. § 200.474 (Travel Costs)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

Adopted: August 16, 2016

**PRINCETON PUBLIC SCHOOLS**  
**799 - POST-ISSUANCE DEBT COMPLIANCE POLICY**

The School Board (the “Board”) of the Independent School District No. 477 (Princeton Public Schools), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

**I. IRS Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**II. SEC Background**

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other

obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

### **III. Post-Issuance Debt Compliance Policy Objective**

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### **IV. Post-Issuance Debt Compliance Policy**

The Director of Business Services of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Director of Business Services shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

- A. General Post-Issuance Compliance
- B. General Recordkeeping
- C. Arbitrage Yield Restriction and Rebate Recordkeeping
- D. Expenditure and Asset Documentation to be Assembled and Retained
- E. Miscellaneous Documentation to be Assembled and Retained
- F. Additional Undertakings and Activities that Support Sections 1 through 5 above
- G. Continuing Disclosure Obligations
- H. Compliance with Future Requirements

The Director of Business Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Business Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Business Services or any other individuals responsible for assisting the Director of Business Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure

use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Business Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

## **V. Private Activity Bonds**

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Business Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Business Services may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Business Services is concerned about the compliance ability of a private party, the Director of Business Services may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Director of Business Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted:

**PRINCETON PUBLIC SCHOOLS  
806 - CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

**II. GENERAL INFORMATION**

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the

individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Princeton Crisis Management Procedures to assist in the development of building-specific crisis management plans. All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff,

and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants.

Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.

(Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended).

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary

emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be available in the office of the building administrator and in other appropriate areas and will be easily accessible and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to emergency responders, such as fire and law enforcement personnel. For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first emergency responders or sharing the documents with emergency responders during the crisis planning process.

#### D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

#### E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider and alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will

specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community grief counselors, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery

**IV. MISCELLANEOUS PROCEDURES**

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Princeton Public Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants

Princeton Public Schools is a sister district with Big Lake Public Schools should the Monticello Nuclear Power Plant have an accident or incident at the power plant. There are plans included in the Crisis Manual.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, et seq. (Title IX)  
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

**Cross References:** Princeton School District Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
Princeton School District Policy 413 (Harassment and Violence)  
Princeton School District Policy 501 (School Weapons Policy)  
Princeton School District Policy 506 (Student Discipline)  
Princeton School District Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
Princeton School District Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
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MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: May 22, 2007  
Revised: July 20, 2010  
Revised: June 25, 2013  
Revised: January 20, 2015  
Revised: May 17, 2016  
Reviewed: August 16, 2016  
Revised: April 3, 2018



## Mission

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

# PRINCETON

PUBLIC SCHOOLS

2019-2020 Continuous Improvement Plan

## Vision

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



## Student Learning

High Student Achievement

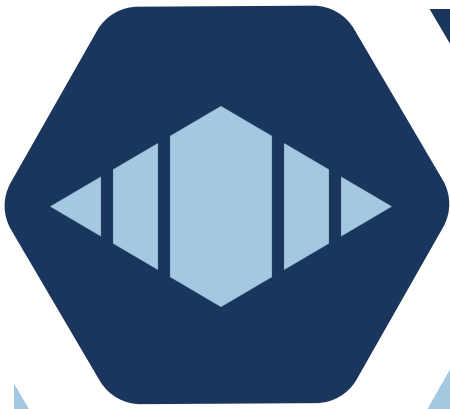
- Move toward a guaranteed and viable curriculum.
- Deepen use of Princeton Paradigm as our model of instruction.
- Foster authentic literacy across content areas (reading, writing, thinking, speaking).



## Climate & Culture

Optimal Teaching and Learning Environment

- Create continuity and alignment across sites to ensure common language and practices that promote a positive school climate.
- Embed, teach, and assess Social Emotional Learning CASEL standards in all content areas.
- Strategically establish and maintain meaningful relationships with ALL students.
- Develop standards to ensure a high level of customer service throughout all settings.
- Enhance diversity-related educational opportunities and experiences to ensure that students acquire the knowledge and skills necessary for living and working effectively as members of a diverse, global society.



# Multi Tiered System of Supports

Robust Response Programming to Meet the Needs of ALL students in a Tiered System

- Provide continuity, transition, and alignment across sites to ensure common language and promote the effective use of MTSS practices.
- Ensure that there is a continuum of evidence based practices/interventions (for both academics and behaviors) that meet the needs of all students.
- Implement and refine the effective use of the Problem Solving Process at each site to ensure that interventions are targeted correctly to the root cause of the problem(s).



# Operations

Efficient and Effective Operations

- Ensure facilities are safe, well maintained and promote a 21st century learning environment.
- Promote positive messaging to showcase points of pride in our district to increase school spirit and Tiger pride.
- Utilize best practices in governance by building systems for two-way communication built on positivity, trust, respect, transparency, and hospitality.
- Operate district in a fiscally responsible manner that supports student learning while maintaining an unassigned fund balance of at least 10%.
- Hire the best people, provide the highest level of training and support, and aim to have the highest level of employee engagement and pride.

# World's Best Workforce

Improving educational outcomes from cradle to career.



All students are ready for Kindergarten

All students in third grade achieve grade level literacy

Close achievement gaps

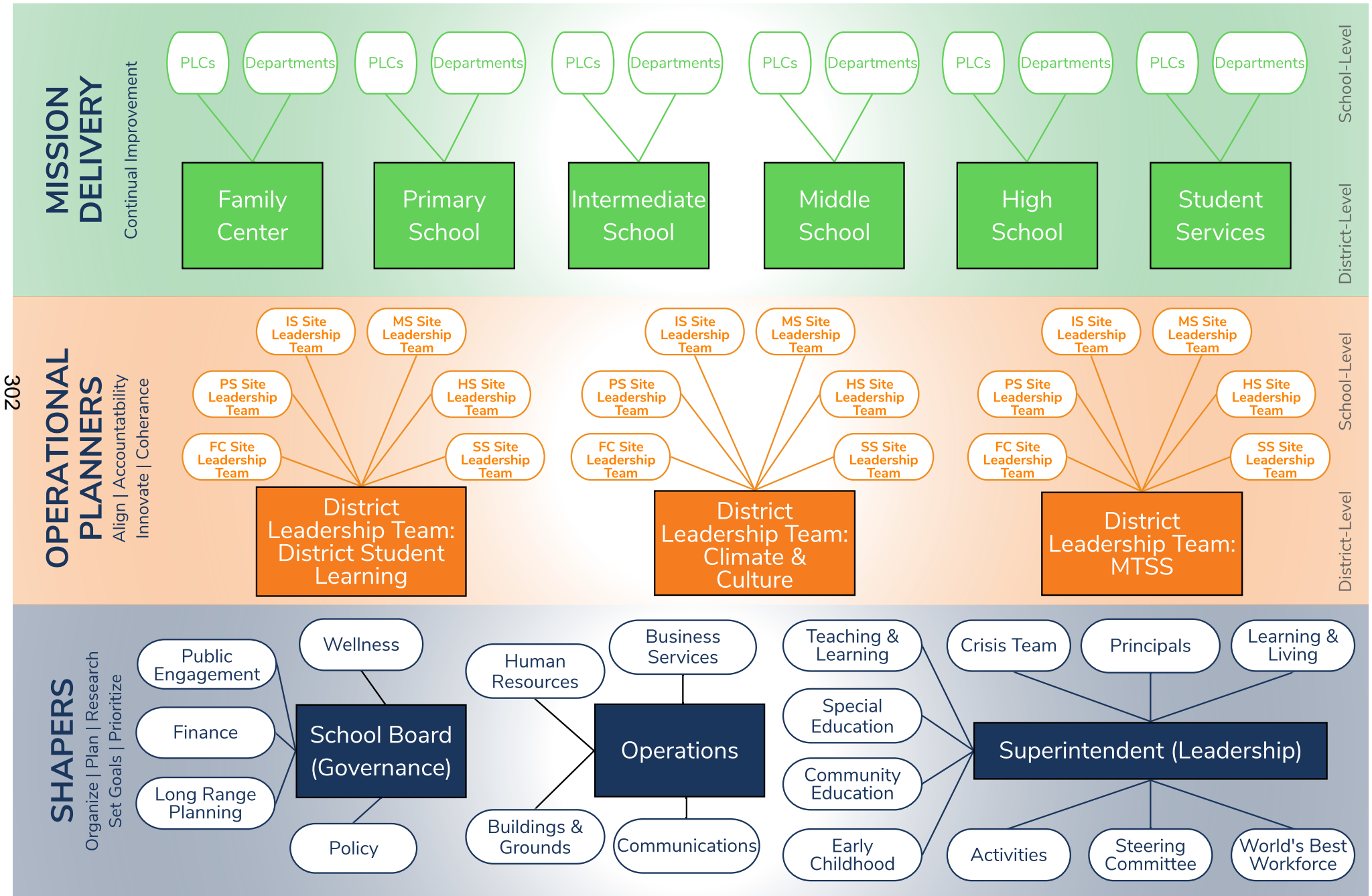
All students graduate from High School college & career ready

Our Core Values



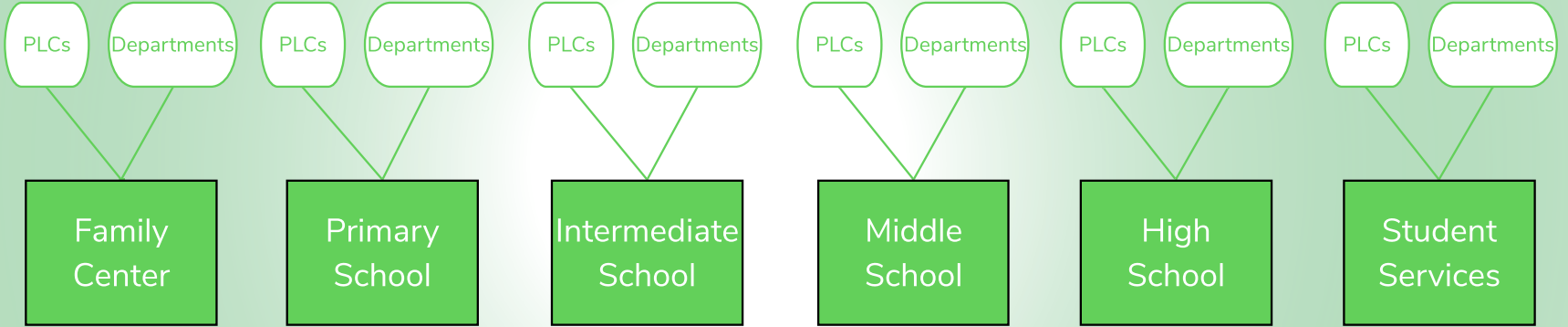
# Princeton Public Schools Mission Deliverables

Students | Families | Community



**MISSION DELIVERY**

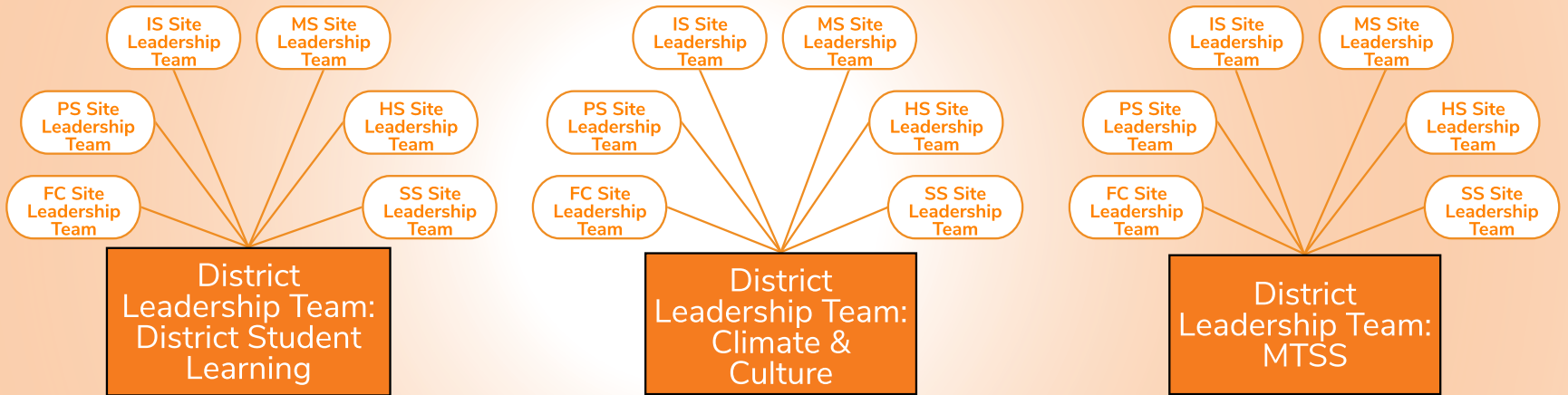
Continual Improvement



School-Level  
District-Level

**OPERATIONAL PLANNERS**

Align | Accountability  
Innovate | Coherence



School-Level  
District-Level

**SHAPERS**

Organize | Plan | Research  
Set Goals | Prioritize

