



2026-2027

1100 4th Avenue North

Princeton, MN 55371

Phone (763)389-6704

Fax (763) 389-6737

www.isd477.org

Office Hours: 7:30-4:00

WELCOME to Princeton Middle School!!

Welcome to Middle School! We are so very excited to have you with us this upcoming school year. You have worked hard these last few years and have grown into Tigers! You have explored and found some of your stripes (your own unique strengths, desires, and needs). We are here to help support you as you define and shape these Tiger stripes through the middle school years. We want you to know that we will help support you in anything you need. We are eager for the school year and the opportunities it will bring.

We will learn and grow together as we work this year to continue our mission to be, “an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.”

Respectfully,

Sarah Marxhausen, Principal

Erin Frank, Assistant Principal & Activities Director

Table of Contents

GENERAL INFORMATION.....	3
District Mission Statement.....	3
Emergency School Closings.....	3
Contact Information.....	4
Schedules.....	4
Middle School Calendar 2026-2027.....	5
Policies.....	6
Visitors.....	7
Contacting a student during the school day.....	7
Attendance.....	8
Absences.....	8
Truancy.....	9
Tardiness.....	9
Academic Information.....	10
Homework.....	10
Make up Work.....	10
Flexible Learning Days.....	10
Student Passes.....	10
Grading Guidelines.....	10
Tiger Recovery.....	11
Parent Teacher Conferences.....	11
Team Requests and Schedule Changes.....	11
Roles and Responsibilities.....	12
Music Options & Responsibilities.....	12
MCA Testing.....	13
Nutrition Services.....	14
Lunch Accounts.....	14
Prices.....	14
Student Lunch Menus.....	14
Expected Behavior in the Lunchroom.....	14
HEALTH SERVICES.....	15
USE OF HEALTH SERVICES:.....	15
Emergency Medications.....	15
ILLNESS, INJURY AND EMERGENCY:.....	16
HEALTH CONDITIONS:.....	16
MEDICATIONS:.....	17
IMMUNIZATIONS:.....	17
SCREENINGS:.....	17
ALLERGY AWARE SCHOOLS:.....	17

WELLNESS.....	17
Food and Drink.....	18
Physical Education.....	18
Physical Education Dress Code.....	18
Counseling Department.....	18
Safety Drills.....	19
Fire Drills.....	19
LockDown Drills.....	19
Tornado Warning and Drills.....	19
Student Management.....	20
Vision.....	20
Mission.....	20
Student Conduct and Expectations.....	20
Harassment.....	20
Bullying Prohibition.....	21
Anti Slur Policy.....	21
Hazing Prohibition.....	21
Insubordination.....	22
Harmful or Nuisance Items.....	22
Bikes, Skateboards, Rollerblades, and Other Wheeled Items.....	22
Cell Phones & Other Personal Electronic Devices.....	22
Use of AI.....	23
Profanity/Offensive Language.....	23
Student Dress Code.....	23
Public Displays of Affection.....	24
School Disruption.....	24
Fighting/Physical Assault.....	24
Internet Acceptable Use and Safety.....	25
Safe School Zone.....	25
Lockers.....	25
Media Center Procedures.....	25
Reset & Restore Room.....	27
Alternative Lunch.....	27
Suspensions.....	27
Bus Transportation.....	28
Bus Behavior.....	28
Student Transportation Expectations Handbook.....	28
ACTIVITIES.....	29
Middle School Activities Philosophy.....	29
Middle School Activities Registration.....	29
Code Of Conduct.....	29
Chemical Eligibility.....	29

Academic Eligibility.....	30
Conduct at Extracurricular Events.....	30
Frequently Asked Questions.....	31
District Policies.....	32

GENERAL INFORMATION

District Mission Statement

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

District Vision

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

District Strategic Goals

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

Middle School Philosophy

The administration, faculty, and staff expect students to develop and grow in *The Habits of a Tiger*: Critical Thinkers, Positive Leaders, Effective Communicators, and Self-Aware and Empathetic Citizens. Students will build these habits by being a T.I.G.E.R.:

- T - Teachable
- I - Inclusive
- G - Gracious
- E - Engaged
- R - Responsible

Emergency School Closings

In the event of fire, severe weather, etc., school will be closed by an announcement from the Superintendent of Schools. The decision to close schools will be made by 6:00 a.m. Please check the following radio and television stations and websites for information related to school closings and late starts: Radio: WCCO 830 AM, WQPM 1300 AM/KLCI 106.1 FM, 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 Websites: www.princeton@isd477.org, www.wcco.com, www.kare11.com.

CONTACT INFORMATION

Board of Education:

Deb Ulm	deb.ulm@isd477.org
Eric Strandberg	eric.strandberg@isd477.org
Eric Minks	eric.minks@isd477.org
Melissa Lynch	melissa.lynch@isd477.org
Dawn Bordeaux	dawn.bordeaux@isd477.org
Scott Bowman	
Jennifer Super	

Superintendent of Schools

Patrick Devine 763-389-6184 patrick.devine@isd477.org

Middle School Administration

Sarah Marxhausen, Principal	763-389-6750	sarah.marxhausen@isd477.org
Erin Frank, Asst Principal	763-389-6751	erin.frank@isd477.org
Kelcie Neumann, Counselor	763- 389-6739	kelcie.neumann@isd477.org
Bobbi Benner, Counselor	763-389-6753	bobbi.benner@isd477.org

School Contacts

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

Middle School Office/Attendance: 763-389-6704

Health Office: : Jessie Wright 763-389-6723

SCHEDULES

Daily Schedule

Our school day starts at 8:30 and ends at 3:15 pm. Buses depart generally by 3:25 pm.

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

Middle School Calendar 2026-2027

AUGUST		
	Wed. 19	6th Grade and 7th & 8th grade families new to our district- New Parent Information Night (6:30 pm -7:30 pm)
	Wed. 26	Open House (4:00 pm-6:30 pm)
SEPTEMBER		
	Tues 1	First Day of School - All 6th grade students
	Wed 2	First Day of School - 7th and 8th grade students
	Fri 4	No School
	Mon 7th	No School- Labor Day
OCTOBER		
	Thur. 15- Fri. 16	No School: MEA
NOVEMBER		
	Tues 24	End of Trimester 1
	Wed 25	No School: Staff Development
	Th. 26-Fri. 27	No School: Thanksgiving Break
DECEMBER		
	Tue. 22	Last Day of School before Winter Break
JANUARY		
	Mon. 4	School Resumes
	Mon. 18	MLK Jr Day- No School- Staff Development
FEBRUARY		
	Fri. 5	No School: Staff Development
	Mon. 15	No School: President's Day
MARCH		
	Thurs. 4	End of Trimester 2
	Fri. 5	No School: Staff Development
	Fri 26- Mon 29	No School- Spring Break
APRIL		
	Fr 16	No School: Staff Development
MAY		
	Thurs. 27	Last day of School for Student/End of Trimester 3

Policies

In the case of discrepancies between this guide and other district or school communication, priority for accuracy is:

- 1) State and federal law
- 2) District policy
- 3) Student handbook
- 4) Registration guide

Equal Educational Opportunity Policy

<https://www.isd477.org/district/policies/100-school-district/102>

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

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

Directory Information Regarding Students

<https://www.isd477.org/district/policies/500-students/515>

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

Photos/ Videos in School/ District Publications/ Media Sites

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

Criminal Background Check (ISD 477 Policy 404)

<https://www.isd477.org/district/policies/400-employees-personnel/404>

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

Interviews with Students by Outside Agencies

<https://www.isd477.org/district/policies/500-students/519>

The school district has legal custody of students during the school day. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interviews by non-school officials. The interviewing of students by anyone other than school district personnel may be conducted only after permission to conduct such interviews has been granted by the building principal or designee. For the purpose of this policy, transportation supervisors shall be considered school district personnel. A principal will not, without

parental or guardian consent, grant permission to conduct an interview with a minor student when, in the judgment of the principal, the results of such an interview could lead to criminal prosecution of the student. Exceptions to this restriction include:

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

An attempt will be made to contact parents to inform them of the request. Parental notification or consent is not required when a recognized official, in carrying out his or her responsibilities to investigate a possible case of child abuse, requests permission to interview a suspected child abuse victim, or when a court order precludes or eliminates the need for parental notification.

Building Security: Before & After School

Student safety is our top priority across the district. We have a responsibility to be as proactive as possible to keep all students safe. Parents/guardians are not allowed in the school building or in the bus loading areas before and/or after school for drop off and pick up times, unless arrangements have been made through the front office. If there is a unique circumstance, please contact the front office.

Visitors/Volunteers & Building Security

We highly value our partnership with families and community members! We welcome you to volunteer with us through an organized volunteer program. If you are interested in volunteering, please contact our front office at 763-389-6904. We truly appreciate your help! Any person other than Princeton middle school students, staff, or school board personnel are regarded as visitors and must check in with the front office. Upon entering the office, give your driver's license to the front desk and a name badge will be given. All visitors are required to wear the name badge; those without a name badge will be brought to the office.

To ensure student, staff, and building security, all visitors will radio into the office and wait in the vestibule area during student hours for assistance. Office staff will happily assist with next steps.

Release of students during school hours

Pick up procedure:

1. A sign out sheet will be in the vestibule area. Sign your student out and radio for the office sharing the student's name and reason for leaving. Identification may be required.
2. Office staff will call for your student.
3. Parents/guardians (or approved person) will wait in the vestibule area or in vehicle along the curb.

* Students arriving after the school day has started can be dropped off outside of the school, checking in with the office for a pass to class. The parent/guardian does not need to come inside.

Mandated Reporting

<https://www.isd477.org/district/policies/400-employees-personnel/414>

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

Contacting a student during the school day

If you need to leave a message for a student during the school day please call 389-6704. Students are given messages throughout the day. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time. Please go through the office to deliver messages.

Attendance

Research has shown there is a direct link between attendance in school and academic success. Additionally, building a lifelong attitude that attendance is important will lead to success on the job! Parents are requested to notify the attendance office by telephone (389-6704) each day of the student's absence or bring a parent note upon returning to school. Any unverified absence is an unexcused absence. The authority to decide whether an absence is excused or unexcused rests with the administration. * ISD 477 policy 503 regarding student attendance, information about this policy can be found in the policy section of this handbook and on the district's website.

Reporting Absences:

If your child will be out of school, their absence and reason for absence must be reported in order to be considered Excused.

To report an absence, choose one of the following:

1. Call the office at 763-389-6704 option #1
2. Submit the online form as soon as possible.
3. If you are unable to call the school, be sure to send a note with your child when they return to school

What absences are considered excused?

Princeton Middle School is encouraging students to strive for less than five absences. We understand that things come up and absences will happen. We value open communication between home and school to support student success. The following events will be considered excused absence: Illness or Injury, Illness or death in the family, required court appearance, dental, medical, or counseling appointments, official school field trips, co-curricular activities, and other reasons upon approval of the administrator

What absences are considered unexcused?

An unexcused absence is when a student misses school without a valid reason or without proper notification. Examples include: missed bus/bus suspension or loss of service, babysitting/needed at home, and/or not immunized.

What happens when a student is tardy?

Tier One Intervention:

1. Classroom teacher reminds student to be on time to class
2. Classroom teachers conference with students they are noticing patterns with tardiness
3. Tardy continues: Classroom teacher marks student tardy

Tier Two Intervention:

- 1) After 10 cumulative tardies, a letter is automatically generated and sent to families and the TA Teacher via email
 - a) TA teacher will talk to student about importance of being to class on time and discuss what can happen if tardies continue
- 2) After 15 cumulative tardies, another letter is automatically generated and sent to families, the TA teacher, and the Reset & Restore room.
 - a) Student will process in Reset & Restore, and will receive an alternative lunch
- 3) After 20 cumulative tardies, another letter is automatically generated and sent to families, the TA teacher, and the Reset & Restore room
 - a) Student processes in Reset & Restore, and will receive an alternative lunch

Tier Three Intervention:

- 1) After 25 cumulative tardies, a letter is automatically generated and sent to families, the TA Teacher, the Reset & Restore room, and the Assistant Principal.
 - a) The student will process with the Assistant Principal and a parent meeting will be set up.

**Each trimester this process resets*

Pre-Arranged Absences

Students should present a written parental request to the middle school office for any prearranged absences, such as vacations. Vacations are not guaranteed as excused absences. The student should request make-up work ahead of time and try to keep up with the rest of the class while they are gone.

Make-Up Work

If students are able to when they are absent, they can go onto their class Schoology pages to keep up on their class work. When students return to school they are responsible to get any other make-up work and will receive full credit for work missed when completed upon the teacher's deadline. Unexcused absences may have grade adjustments determined by the team of teachers.

Leaving School During The Day

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

Truancy

According to Minnesota Statute #260A.02, sub. 3, truant is defined as a child who is absent from school without lawful excuse. This law requires schools to report truancy to county agencies when concerns are not addressed. As required by state law, Princeton Middle School school will send letters to parents/guardians at regular intervals to notify them of excessive unexcused absences. When a middle school student accumulates seven full or partial days of unexcused absences, it is considered habitual truancy, and the school will file truancy with county social services and/or court system. Students that incur 15 consecutive full days of unexcused absences will be unenrolled from ISD 477 per state statute.

What happens when attendance becomes a problem?

- **3 unexcused absences:** A skyward notification reminder of attendance procedures and contact information
- **5 unexcused absences:** A phone call from the school to offer support
- **7 unexcused absences:** Letter notifying parent regarding child's attendance status and MN Statutes regarding truancy. At this time, a report of truancy may be made to the student's county of residence.
- **5 total absences:** A skyward notification reminder of the importance of attendance
- **10 total absences:** A skyward notification warning that after 15 total absences a medical note will be required.
- **15 total absences:** A skyward notification informing the family of the excessive number of absences and that further absences will require a medical note to be considered excused.
- **FAMILY TIES,** a voluntary county - school collaborative will be contacted if timeliness and attendance does not improve

Academic Information

Homework

Current research shows that completing homework has immediate and long-term effects on achievement and learning. In fact, a student of middle school age that completes his/her homework will outperform students who do not. These formative assessments give teachers an excellent idea of where students are, and whether or not they are mastering the material presented. Therefore, with best practice research and middle school developmental stages in mind, students may have homework in the evening. The amount of effort a student puts forth in class may determine whether they have more or less homework. Teachers will give more detailed specifics about behavior and academic expectations in their classrooms.

Missing Work

At Princeton Middle School we expect all students to complete their work on time. At the end of a unit, students will have up to two weeks and/or teacher discretion for any missing, formative activities/assessments. After the deadline, formative activities/assessments can no longer be turned in for credit. Teachers may have additional expectations for missing work.

Students are allowed to retake summative activities/assessments; however, they may not go back more than one unit and/or teacher discretion. Prior to retaking a summative assessment, students must demonstrate evidence of learning before retaking it.

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 canceling 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. You can access district information on Flexible Learning Days [here](#).

Student Passes

Students need permission at all times to be out of the classroom unless it is during passing time. If a student needs to leave class, they will need to ask permission to use one of their allotted passes, this will be done at the discretion of staff. Students must be prepared to present their passes to staff upon request.

Grading Guidelines

Purpose/Definition of Grading: The purpose of grading is to show what students know and are able to do in relation to state and course standards. Grading: a) reflects academic achievement, b) contains meaningful feedback, c) aligns with Princeton Public Schools Curriculum, and d) reflects consistency among classes, grade levels, and/or departments. Princeton Middle School utilizes the Grading for Learning system. Students will be assessed on the course standards and content. Student grades will be reported using the following:

A	-	93-100%
A-	-	90-92.9%
B+	-	87-89.9%
B	-	83-86.9%
B-	-	80-82.9%
C+	-	77-79.9%
C	-	73-76.9%
C-	-	70-72.9%
D+	-	67-69.9%
D	-	63-66.9%
D-	-	60-62.9%
F	-	59.9% and Below

Academic Practice, Formative Assessments, are given while a student is learning the material. This is designed to provide direction for both students and teachers. Formative assessment checks include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks, etc. Formative work and assessments are vital in preparing students to do their best on their summative work. Formative assessments make up 30% of a student's grade.

Academic Performance, Summative Assessments, are given after completing a sequence of instruction and practice. Students are ready to be responsible for the material. Summative assessments make up 70% of a student's grade.

Academic Dishonesty

This includes but is not limited to: cheating, plagiarism, misrepresentation of student status, tampering with the school's database (Schoolology/Skyward). Plagiarism includes, but is not limited to: the use of paraphrase or direct quotation, use of AI (artificial intelligence), published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name.

Academic dishonesty, plagiarism or forgery may result in disciplinary action.

Incomplete Grades

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

Tiger Recovery

Tiger Recovery is a program that we run with our 8th grade students. This course is similar to what students take at the high school if they do not pass a class. Students in this course use Apex Learning, which is a digital curriculum that is standards aligned, engaging and interactive. The course(s) that the student will take will be customized to the standards that were covered during the trimester which the student did not pass. Students receive instruction in one or more of the classes that did not pass. For example, if a student did not pass English and science, they receive programming in those two areas.

Students are provided a space to work on this curriculum one class period a day at school. Students also have the opportunity to work at their own pace at home. Once students finish the course, and have shown they have a clear understanding and mastery of the skills that they have missed, they return to their original class schedule.

Parent Teacher Conferences

Conferences bring students, teacher advisors, and parent(s) together. This conference provides an important communication link between parents and the school. Teachers will be available to conferences on October 13th and February 5th and 6th. Communication will be sent out in advance to these dates with more information.

Team Requests and Schedule Changes

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

School Board Scholars

Students will have an opportunity to be recognized in the Spring of their eighth grade year as a school board scholar. This is a top honor based on academic achievement from sixth through eighth grade, calculated by an individual student's GPA. The top 5% of the eighth grade class may be chosen as a school board scholar recipient.

Roles and Responsibilities

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

Teacher Responsibilities

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

Student Responsibilities

- Students will follow teacher and school expectations.
- Students will meet outcomes according to timelines given by the teacher.
- Students will be responsible for their learning by seeking clarification and assistance from teachers.
- Students learn required information.

Parent Responsibilities

- Parents will review the information on Schoology on a weekly basis.
- Parents will provide a time and place at home for students to complete schoolwork.
- Parents will partner with teachers and schools to ensure academic success for the student.
- Parents will assist their students in fulfilling academic requirements in a timely manner.

Action Plan:

- Teachers will identify students who are in need of academic support.
- Students may lose extra-curricular activities until satisfactory progress is made as determined by the administration.
- Students in grade 7 & 8 who fail English, math or science may be enrolled in an online program called Tiger Recovery. They will have this course in place of gym, exploratory or encore.
- Failure to meet academic outcomes by the end of the year will result in attendance in summer school programs.
- Failure to meet academic outcomes by the end of summer may result in temporary retention until all outcomes are met.

Music Option & Responsibilities

At Princeton Public Schools, we believe music is a wonderful opportunity for student growth and learning. For this reason, we ask all 6th grade students to choose either band, choir, or a combination of the two in order to get at least one year's experience in a music. In 7th grade and 8th grade, students can choose to continue with music, or they can choose an exploratory class. This class is taught by a classroom teacher and consists of extended classroom experiences.

If students choose to join band, families are responsible for all supplies and repairs to their instruments. This includes but is not limited to reeds, valve oil, cleaning swabs, etc. Additionally, regardless of where the instrument is acquired (rental from school, rental through a music store, or personally owned), families are responsible to keep the instrument in good repair at the cost to the family. Princeton Middle School does not provide instrument supplies or pay for any repairs to instruments.

MCA Testing

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

Nutrition Services

MN Passes Free Meals for ALL

All students attending on site schools K-12 will be eligible for one free breakfast and one free lunch per day. Student lunch accounts and numbers will still be used daily and meals will be rung through the computer system for tracking purposes.

A la Carte Charging

A positive lunch balance will be required for any student to purchase extras. This includes bagged lunch students who wish to purchase milk only. For all second entrees purchases or other charging, students will have to verify lunch accounts funds prior to receiving the food.

Lunch Account Payments

To pay student food service fees, please visit our website at 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.

Lunch Account Balances

You may check your child's lunch account balance at any time using the Parent Skyward portal 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 Skyward portal. On the left side of the screen is the "Email Notifications" screen. Under "Food Service" simply check the box.

Any balances left in accounts will rollover to the next school year.

Educational Benefits Application

New Forms must be filled out each year. Electronic versions of the forms are located on the Parent Skyward portal on the Food Services tab. See instructions on the district website under "Logins".

Parents are encouraged to complete and submit the form to see if you qualify. The form still must be completed to receive discounted activity fees.

If your financial situation changes during the school year, forms can be filled out at any time.

Prices

To see current year adult, milk only and A la Carte pricing, please visit the district website at www.isd477.org/departments/food-service.

Student Lunch Menus

Menus are published on the Princeton Public School website 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 a cold lunch. Students or parents may not call in orders to have meals delivered to school.

Expected Behavior

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

HEALTH SERVICES

The Health Services team welcomes any communication or questions 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 department newsletter, and additional information regarding our policies, immunizations, illnesses, and downloadable forms.

The Health Office is able to obtain student information through Skyward Family Access and relies on its accuracy to promote the health and safety of your child. All emergency contact and medical information must 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 email alerts for student visits, 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

Health Offices will be closed during staff breaks. Staff will contact 911 and parents for all emergency needs during those times

- Princeton Health Office Assistant - (763) 389-7206
- Princeton High School - (763) 389-6019
- Princeton Middle School - (763) 389-6723
- Princeton Intermediate School - (763) 389-6803
- Princeton Primary School - (763) 389-6904
- Family Center - (763) 389-6191
- District Office/Onward/Student Services - (763) 389-6195

FAMILY & EMERGENCY CONTACT INFORMATION: In addition to parent/guardian contact information we require 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 (Administration according to package directions) and/or interventions:

- Cough Drops and/or Sugar Free Drops
- Generic Calamine
- Bandages, Gauze, etc.
- Vaseline and/or Antibiotic Ointment
- Orajel
- Second Skin Gel Squares
- Soap and Water
- Sterile Saline Rinse
- Warm Pack and/or Cold Pack
- Normal Saline Solution

Emergency Medications

(Administration according to package insert)

- Epinephrine and/or Antihistamine Standing Order - Anaphylaxis evaluation and/or medication administration when American Academy of Pediatric criteria met, for known or suspected allergen interaction ([Policy 516](#)).

- Naloxone Standing Order - Overdose evaluation and/or medication administration when known or suspected opioid overdose occurs ([Policy 516.5](#)).

Per [District policy 518](#), emergency interventions may include, AED/CPR, First Aid, Seizure First Aid, Oxygen, Albuterol use and /or non-invasive testing for blood sugars and ketones. District protocols developed from CDC, MDE, MDH, [MSBA](#), [AAP](#), [AAAAI](#), [AHA](#), the [HCID](#) manual and the [School Health Associates](#) WISHeS manual for illness, injury and first aid interventions

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 or medical issue 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 100.0 degrees or more
- Vomiting (defined as 1 or more incidents)
- 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 free for 24 hours
- Been on antibiotics 12-24 hours depending on condition and MD recommendations
- 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.

The exception to the “send home and return criteria” include pandemic situations-please follow the health section of the district website for information regarding pandemic specifics

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
- Doctors Order
- Health Plans or 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:

<https://www.isd477.org/district/policies/500-students/516>

Princeton schools recognize 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. 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:

<https://www.isd477.org/district/policies/500-students/530>

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, athletics, 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 building's Health Services Assistant.

ALLERGY AWARE SCHOOLS:

<https://www.isd477.org/district/policies/500-students/policy-596-food-allergies-special-dietary-needs>

The district has a policy on the care of students with 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.

- Food Allergy- be aware that many people have allergies to foods (especially milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat and soy). Some of the classrooms and lunchrooms have specified areas where students are allowed or not allowed to certain allergens. Check specific procedures in your child's school building for details or request a copy of the [Allergy Parent Notification](#) letter to review.
- Latex Allergy- 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 or on school buses or vans.

WELLNESS

Princeton Public Schools is 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 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*.

Food & Drink

Students should consume food only in the cafeteria or in a classroom with staff approval. Open beverage containers are not allowed in the hallways and may be confiscated by staff. Because of the high caffeine content in energy drinks, coffee, and soda—and the effects these beverages can have on adolescents—they are not permitted at school. During school hours, students may have water only. If a student brings a caffeinated beverage, they will be asked to throw it away or leave it in the office until the end of the day. Students may refill water bottles throughout the day at teacher discretion. Water stations are available in each wing and throughout the school for easy access.

Physical Education

Physical Education Participation

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

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

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

Physical Education Dress Code

Students will need to purchase a Phy-Ed uniform (t-shirt and shorts) to wear for their physical education class. The cost of the pair will be \$17 and can be purchased [here](#) through RevTrak. Tennis shoes and socks are required. Students are expected to wear the uniform on a daily basis. If they forget their uniform, students will still be required to participate. If they damage or lose their shirt or shorts, they will need to purchase a second pair. Financial assistance will be available for those who qualify, contact the office if you think you may qualify.

Middle School Counseling Department

The purpose of the middle school counseling program is to help all learners grow emotionally, socially and academically. Some of the ways we support students are through individual and group counseling, collaboration with parents and teachers, providing resources for parents and families, and screening for mental health.

Counseling Services are available to all students on a voluntary basis. It is possible that your child may participate in individual or group counseling. Students will be given the opportunity to self-refer, teachers may refer students, or parents can request services.

Safety Drills

Fire Drills

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

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

LockDown Drills

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

Tornado Warning and Drills

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

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

Student Management

The administration of Princeton Middle School recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, inappropriate, in conflict with our mission as an educational institution, or which creates a hostile environment for others. This includes historically offensive gestures or symbols of hate and discrimination (such as swastikas, nooses, confederate flags, etc.). 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 and referral to local authorities for criminal prosecution if appropriate.

Vision

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

T-Teachable
I- Inclusive
G-Gracious
E- Engaged
R- Responsible

Mission

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

Student Conduct and Expectations

<https://www.isd477.org/district/policies/500-students/506>

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

Harassment

<https://www.isd477.org/district/policies/500-students/513>

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

Bullying Prohibition

<https://www.isd477.org/district/policies/500-students/514>

A safe and civil environment is needed for students to learn, attain high academic standards, and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. Princeton middle school takes several steps to educate students on bullying, using multiple programs.

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

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

Anti Slur Policy

Princeton Public Schools believes it is our duty to create a school environment where EVERY student and staff member feels safe, respected, and a sense of belonging free of discrimination and racism.

There is no place for hate on our school campus and in our community. Discrimination and harassment violate the safety of our school community and the humanity of each individual within it. At Princeton Public Schools we believe we are strongest when we embrace each other's differences, including but not limited to: race, class, ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Princeton Public Schools believes slurs and hate speech are a form of violence against other students, families, staff members or members of the community. A "slur" is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived identity. A "slur" also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Hazing Prohibition

<https://www.isd477.org/district/policies/500-students/526>

The school district maintains a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level.

Insubordination

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

Harmful or Nuisance Items

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

Bikes, Skateboards, Rollerblades, and Other Wheeled Items

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

Cell Phones & Personal Electronic Devices

Students may use their cell phones or other personal electronic devices **before 8:30 a.m.** and **after 3:15 p.m.** During the school day, students may have their devices at school, but they must be kept **in lockers** and **on silent** so learning can continue without interruptions.

Places Devices Are Never Allowed

To protect everyone's privacy, devices may **not** be used at any time in:

- Locker rooms
- Bathrooms

This rule applies **before, during, and after school.**

Respecting Privacy & Safety

To help keep our school community safe and respectful:

- Sending or having inappropriate messages or pictures during the school day is not allowed.
- Taking photos, videos, or audio recordings of others **without their permission** is not allowed.

School staff may review photos, videos, or audio stored on any device (including Chromebooks) if needed for safety or school policy reasons.

Chromebooks for Learning

Every student has access to a Chromebook for use during the school day. These devices are meant for **learning and academic work.**

We expect all students to show **positive digital citizenship**, which includes:

- Using technology responsibly
- Respecting the privacy of others
- Staying on task
- Communicating kindly and appropriately online

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

You're welcome to bring personal devices, but please remember that the district is **not responsible** if they are lost, stolen, or damaged.

Use of AI

At Princeton Middle School, we recognize that artificial intelligence (AI) can be a powerful tool for learning and creativity. However, responsible use is essential. Students may use AI to support learning—such as generating ideas, improving writing, or researching topics—but they must ensure that their work remains original and properly cites AI-generated content when required. AI should not be used to complete assignments dishonestly, bypass learning objectives, or replace critical thinking. Teachers may provide guidance on when and how AI tools can be used for schoolwork. Misuse of AI, including plagiarism or submitting AI-generated content without acknowledgment, may result in disciplinary action.

Profanity/Offensive Language

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

Student Dress Code

Please review the district Student Dress and Appearance policy below:

<https://www.isd477.org/district/policies/500-students/504-student-dress-appearance>

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The school board recognizes the value of a positive learning climate and reasonable rules for student dress and appearance in school and at school-sponsored activities.

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). The school administrator shall be responsible to use discretion and judgment about which dress or behavior is in violation of this policy. At the middle school, we encourage students to "Dress for Success." We discuss with students that school is their job, and they should practice dressing at school as they would on a job or a job interview.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or hate, including but not limited to the Confederate Flag, Swastikas, nooses, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Princeton Public Schools Policy 413 Harassment and Violence.
- Any clothing that reflects aggression towards another, including microaggressions.
- Any attire that creates a substantial disruption to the learning environment.

- Again, we expect students to “Dress for Success,” as school is their job. We expect students to reflect on their dress in regard to being successful in and out of school.
- Any apparel or footwear that would damage school property.

Hats and head coverings for religious reasons are allowed. Hoods, bandanas or other head coverings, are not allowed except as recommended by a physician. Students are expected to follow the parameters put in place by building administration.

Students may not use blankets at school to make up for inadequate clothing or to wrap up during class. Blankets are prohibited from the lunch lines for food safety reasons. Flags worn as clothing or costumes (capes, skirts, etc.) are not appropriate and are not allowed.

The intention of this policy is not to reduce the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory (stated or assumed), profane, does not advocate violence or harassment against others and does not go against an already in place school policy. .

“Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Public Displays of Affection

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

School Disruption

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

Fighting/Physical Assault

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

Internet Acceptable Use and Safety

<https://www.isd477.org/district/policies/500-students/524>

The use of the school district system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the incident and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Use of the Internet is recognized as a useful educational tool in support of education and research when consistent with the educational goals of the Princeton School District. For more information see District Policy #524 on the District Website.

Inappropriate Postings

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

Safe School Zone

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

Lockers

All students will be assigned an individual locker. You should use only the locker assigned to you! For your protection, it is necessary that you do not reveal your combination to any other person. Once assigned a locker, this is your locker throughout the school year; locker changes need to be pre-approved through the front office. Each student will have one locker, sharing of lockers or moving lockers is prohibited. Valuables should never be left in your locker even though you have it locked. The school is not responsible for personal property losses. Any loss, however, should be reported immediately to the administration. The lockers are school property and the law permits the inspection and/or search of student lockers and all items inside lockers at any time. Student privacy will be respected in light of this understanding. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may for any reason conduct an inspection of the contents of lockers at any time, without notice, without student consent, and without a search warrant.

Media Center Procedures

The media center aspires to be a collaborative learning space, and welcomes classrooms, and students who have a pass from their teacher. Expectations for behavior include respect for other students and for the space. Students are asked to not be excessively loud, and to not eat in the media center. Books are checked out for three weeks at a time. If they are 30 days overdue, a notice will be mailed home and no other items may be checked out until it is resolved. Students may stop into the Media Center any time to renew books, even if the book(s) are at home. When a book is lost, the student will need to pay the cost of the replacement for that book.

Theft

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

Vandalism/Property Damage

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

School Field Trips

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

Terroristic Threats

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

Weapons and Bomb Threats

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

Use/Possession of Illegal Substances

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

Reasonable Force

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

Student Support Rooms

As a school, we have multiple rooms provided to students for support, either academic or behavior. Some uses for these rooms could be, but are not limited to; reporting offensive behaviors, assisting students in addressing behaviors and finding solutions, learning self-advocacy skills & replacement behaviors, receiving academic support, providing a quiet place to work or take a test..

This is also where students will be initially placed following removal from class or other disciplinary incident(s). Students sent out of class should report directly to this area. Students will have the opportunity to reflect on the situation, repair their mistake, and create a plan to make a better choice in the future. Depending upon the incident, an effort will be made to contact the parent either by a staff member, teacher, and/or student. This room may also be used for alternative lunches. Frequent or more severe behavior will be referred to administration.

Alternative Lunch

Students may be assigned an alternative lunch during their lunch time. Students are expected to report directly to the assigned alternative lunch area. A lunch from the cafeteria will be provided to the students. Students may also choose to bring their own lunch. The students are expected to be on time, sign in, stay seated where staff determines, not participate in talking and/or other distracting behaviors, and demonstrate respect toward the monitor and other students in the area. Failure to comply with these expectations may result in additional alternative lunches and/or more severe consequences.

Suspensions

In-School Suspension (ISS)

In-school suspension is held during the school day.

1. Students will complete provided learning materials and classroom assignments.
2. Electronic devices, other than chromebooks, talking, non-verbal communication, and/or sleeping is not allowed.
3. Lunch will be eaten in this room.
4. Failure to comply with ISS rules may result in additional ISS time, OSS, and/or administrative meeting.
5. Students placed in ISS may not participate in after-school activities.

Out-of-School Suspension (OSS)

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

Bus Transportation

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

Bus Behavior

<https://www.isd477.org/district/policies/700-business-operations/709>

Our goal is to provide safe transportation and a positive experience for all students. Transportation to and from school by bus is a privilege, not a right. This privilege can be suspended or terminated. Students are expected to follow the same behavior expectations while riding school buses, or at the bus stop, as those on school property, at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for inappropriate behavior on the school bus and at the bus stop will be reported to, and handled by, school administration, the Reset & Restore Room paraprofessional, or a designee from the bus company. Illegal conduct will be reported to law enforcement.

Guidelines and Consequences for Not Following Bus/Bus Stop Expectations

[Student Transportation Expectations Handbook](#)

We expect all students to follow the expectations on school transportation and display positive and safe behaviors. Consequences are progressive and may include suspension of bus privileges. Consequences for school bus and/or bus stop misconduct will apply to field trips, activities, and regular or late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (field trips, competitions, and activities) will be at the sole discretion of the school district. Parents or guardians will be notified of any bus suspension or loss of riding privileges and are responsible for the student's transportation during the suspension time frame. Consequences for the school bus and bus stop will be reported to and handled by school administration or designee.

Minor Incidents: Disrespectful behavior, minor physical contact or horseplay, taking personal items from others, name calling, not following directions, littering, excessive noise level, leaving seat, inappropriate language or gestures, inappropriate use of cell phone or technology, arguing, disobedience towards driver or monitor, other incidents reported and deemed inappropriate.

Major Incidents: Major physical aggression (fighting, kicking, punching, etc), profanity and abusive language directed at driver, monitor, or another student, sexual or racial language, damage or theft of property, intimidating or threatening behavior, insubordination toward driver or monitor, possession or use of illegal substances or related items (tobacco, drugs, e-cigs, weapons), throwing items out of the bus, throwing items at other students.

ACTIVITIES

Middle School Activities Philosophy

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

Middle School Activities Mission

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

Middle School Activities Goal

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

Middle School Activities Registration

All registration for middle school activities will be done [here](#) through RevTrak.

Code Of Conduct

Princeton Schools encourage participation in activities. However, participation in activities is a privilege, rather than a right. Students who elect to participate in activities will be expected to exemplify high standards of behavior. Behaviors considered by the coach, advisor, activities director or principal, to be inappropriate for a representative of Princeton Schools will not be tolerated. Such behaviors, both on and off school property, may result in suspension or removal from any or all activities.

MSHSL (Minnesota State High School League) Rules

Good Standing & General Eligibility

[MSHSL Bylaw 206](#)

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

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

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

NOTE: Any allegation of sexual, racial or religious harassment or violence may also constitute a violation of this bylaw.

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

Chemical Eligibility

(MSHSL Bylaw 205)

Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total of each individual.

The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

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

- 1) use, buy, sell, have in possession, or give away a beverage containing alcohol;
- 2) use, buy, sell, have in possession, or give away tobacco;
- 3) use or consume, have in possession (on your person, in a locker, or in a vehicle, etc.) buy, sell, or give away any other controlled substance or drug paraphernalia.
- 4) use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, and/or other chemicals.

Penalty for Athletic Activities:

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

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

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

- Penalties shall be cumulative beginning with and throughout the student's 7th and 8th grade years.
- A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Social Websites/Public Domain and Participation in Activities

Any public behaviors, pictures, or otherwise, observed on social websites will be screened for conduct becoming that of a Princeton Activities participant. Substantial evidence will be the level of proof needed to issue eligibility consequences. Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited and there may be eligibility consequences as outlined in school district policy.

Academic Eligibility

Participating in extracurricular activities is a privilege not a right. Princeton Middle School follows District policies and MSHSL academic and behavior By-Laws. All 7th & 8th grade students participating in athletics, and 6th/7th/8th grade students participating in fine art activities are expected to be making adequate progress in all of their classes. Grade checks will take place as needed, and those students not making adequate progress will be placed on academic probation. During this time, students will be provided with a timeframe to improve their grades and ensure they are passing all of their classes. While on academic probation, students can participate in practices and events as usual, unless individual coaches have additional expectations/requirements. If after the probation period, students remain academically ineligible, they will be placed on academic suspension and are unable to participate until they are deemed academically successful as approved through the Activities Office. The administration may review individual cases and has discretion regarding waiving eligibility requirements.

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

Conduct at Extracurricular Events

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

Frequently Asked Questions

How does a student get a message from a parent?

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

How do I use a telephone?

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

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

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

What if I get injured or sick during school?

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

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

Report this information to the office secretary.

What if I don't know my bus route?

Contact the bus company.

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

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

Can I carry my backpack during the school day?

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

District Policies

Harassment and Violence

<https://www.isd477.org/district/policies/400-employees-personnel/413>

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

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

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

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

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

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

Chemical Use and Abuse

<https://www.isd477.org/district/policies/400-employees-personnel/417>

Student Use and Distribution of Controlled Substances

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

Chemical Use and Abuse

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention. The use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Free Workplace/Drug-Free School.

Definitions

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially inappropriate behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “School Location” includes any school building or on any school premises; on any school-owned vehicle or in any

other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Reports of Chemical Use and Abuse

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

Consequences

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

Violation: Use/Possession of smoking materials, tobacco products, alcohol and other mood-altering substances, and/or any look alike substances.

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

Violation: Distribution, sale or purchase of tobacco products, smoking materials, alcohol, other mood-altering substances, and/or drug paraphernalia, and/or any look alike substance.

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

Drug-Free Workplace, Drug-Free School

<https://www.isd477.org/district/policies/400-employees-personnel/418>

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

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

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

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

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Tobacco-Free Environment

<https://www.isd477.org/district/policies/400-employees-personnel/419>

It is a violation of the Tobacco-Free Workplace for any student, teacher, administrator, other school personnel or person to smoke or use tobacco or tobacco-related devices, including electronic cigarettes, in a public school. It is also a violation of this policy for any student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.

Prohibition of Weapons

<https://www.isd477.org/district/policies/500-students/501>

It is the policy of Independent School District No. 477 that the safety and well-being of each student/staff member is of paramount concern. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles;

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.

The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the superintendent of dismissal for a period of time not to exceed one year. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. Policy 501 can be found in its entirety on the district website.

Search of Student Lockers, Desks, Personal Possessions & Student’s Person (ISD #477 Policy 502)

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

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

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

Personal Possessions and Student’s Person: The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

Student Attendance

<https://www.isd477.org/district/policies/500-students/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 of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. To be considered a valid excused absence, the student’s parent or legal guardian may be asked to verify, in writing, the reason for the student’s absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student’s immediate family.
3. A death or funeral in the student’s immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.

7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to make up work.
10. Family emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.
13. Other reasons approved by the building administrators.

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

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

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Valid excuses for tardiness include those reasons above numbered 1-7 under excused absences. Students who are tardy at the beginning of the school day must report to the office for a pass.

Participation in extracurricular activities and school -sponsored on-the-job-training programs hinges on adherence to the attendance policy and procedures. "Continuing Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without valid excuse for three or more class periods on three or more days in a school year. "Habitual Truant" is a legal term for a high school aged student under the age of 17 who is absent from attendance without lawful excuse for seven or more class periods on any seven days in a school year. Schools are required by law to notify the parent or legal guardian of the student's unexcused absence from school, and inform them that alternative educational programs and services may be available in the district, that the parent or guardian has the right to meet with school personnel to discuss solutions to the child's truancy, and that if the child continues to be truant the parent and child may be subject to juvenile court proceedings under Minn. Statute Ch. 260. (Policy 503 can be found in its entirety on the district website www.princeton@isd477.or)

Student Dress and Appearance

<https://www.isd477.org/district/policies/500-students/504-student-dress-appearance>

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The school board recognizes the value of a positive learning climate and reasonable rules for student dress and appearance in school and at school-sponsored activities.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). The school administrator shall be responsible to use discretion and judgment about which dress or behavior is in violation of this policy.
- B. Appropriate clothing includes, but is not limited to, the following:
 1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

2. Clothing bearing a message that is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or hate, including but not limited to the Confederate Flag, Swastikas, nooses, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413 Harassment and Violence.
 5. Any apparel or footwear that would damage school property, or be unsafe for the wearer.
- D. Headgear, including hats, hoods, bandanas or other head coverings, are not allowed except as recommended by a physician, for religious reasons, or in conjunction with a building spirit or incentive day. Students are expected to follow the parameters put in place by building administration.
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Student Discipline

<https://www.isd477.org/district/policies/500-students/506>

SUSPENSION

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

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

parents/guardian and the student detailing the reasons for the suspension, the plan for re-admission, and a copy of the Minnesota Fair Dismissal Act.

EXPULSION

1. **Definition:** “Expulsion” means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not exceed one calendar year.
 2. **Grounds:** A student may be expelled from school for behavior or actions that would place themselves or other students in an unsafe condition.
 3. **Length of Expulsion:** When an expulsion is appropriate, the School District may expel the student for an amount of time no greater than one school year from the date the pupil is expelled. The length of expulsion is within the School District’s discretion.
 4. **Permanent Record:** The length and date of the expulsion will become part of the student’s permanent record. If a student withdraws or transfers after expulsion proceedings for a weapon violation are started, the school may disclose this to another school district in connection with the possible admission of the student to school.
- Note: Policy 506 can be found in its entirety on the district website.

Protection and Privacy of Pupil Records

<https://www.isd477.org/district/policies/500-students/515>

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

RIGHTS OF PARENTS AND ELIGIBLE STUDENTS

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

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

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

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

Additional Policies:

[#522- Student Sex-Non Discrimination](#)

[#525- Violence Prevention](#)

[#527- Student Use and Parking of Motor Vehicles; Patrols, Inspections, Searches](#)