

Princeton Public Schools - ISD 477  
Tuesday, July 17, 2018 at 6:00 PM  
Work Session  
District Office Board Room

**Our Mission**

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

**Our Vision**

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

**1. PROCEDURAL ITEMS**

- 2. Call to Order and Pledge of Allegiance
- 3. Roll Call

**4. REPORTS**

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

**5. APPROVE AGENDA**

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

**7. CONSENT AGENDA**

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

- a. Personnel 5
- b. Gifts 6
- c. Field Trips 8
- d. Bills 10
- e. Treasurer's Report 16
- f. Wire Transfers 17
- g. 2018-19 Primary School Handbook 18
- h. 2018-19 Student Services Handbook 57

**8. ACTION**

- a. Ben Barton-IOWA Certification 170  
*I move to designate Ben Barton as the Identified Official with Authority*

*for the MDE External User Access Recertification System and Emily McKinnon to act as the IOwA to add and remove names only for the Princeton Public School District 0477-01.*

b. Ice Arena Lease 171  
*I move to accept the High School Arena Lease as proposed.*

c. Long Term Facilities Maintenance Plan 176  
*I move to accept the Resolution adopting the School District's Long-Term Facilities Maintenance Plan.*

**9. WORK SESSION**

a. Board Governance with Dennis Cheesebrow

**10. ADDITIONS TO AGENDA**

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

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

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

**12. ADJOURN**

### Call to Order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Eric Minks on the **19th day of June, at 6:00 p.m.** in the District Center Board Room.

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

Members Absent: Craig Johnson.

Others present: Superintendent Julia Espe, Director of Human Resources Sarah Marxhausen, and Lacey Broding.

### REPORTS

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

Sue VanHooser	None
Chad Young	None
Eric Strandberg	None
Eric Minks	Schools for Equity in Education meeting; viewed active shooter video produced by Princeton High School
Deb Ulm	None
Howard Vaillancourt	None

Student Council Report: No report.

Superintendent Report: Ben Barton will be starting on July 1st.

### APPROVE AGENDA

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

### DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion made by Deb Ulm, seconded by Chad Young, **to approve the June 5th, regular meeting minutes.** Motion passed unanimously.

### CONSENT AGENDA

Motion made by Howard Vaillancourt, seconded by Eric Strandberg, **to approve the consent agenda as presented.** Personnel, Gifts, Bills, Wire Transfers, Treasurer's Report, American Indian Liaison Joint Agreement, Play Experts Research Proposal, High School Handbook. Motion passed unanimously.

Discussion: Board asked for clarification on football coaches' qualifications. Confirmed that American Indian Liaison position was always shared with Milaca.

**WORK SESSION**

The board started their Work Session at 6:07 p.m. The topics for discussion were.

- Grievance
- Data requests
- Grant Report 2017-18

**FUTURE MEETINGS INFORMATION**

Executive Committee- July 10, 4:15 P.M.

Finance Committee- July 17, 4:30 P.M.

Regular Board Meeting- July 17, 6:00 P.M.

**ADJOURN**

The work session was adjourned at 6:48 P.M.

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Chair Eric Minks

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Clerk Sue VanHooser

Recorder- Emily McKinnon

7.17.18

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
New Hire	Hustad	Lisa	Middle School	Lunch Service	Food Service	LaDawn Kok	8.22.18	\$12.36/hr
New Hire	Vita	Angelo	High School	HS Redesign Student Team	Busch Grant		6.26.18-5.31.19	\$15.00/hr
New Hire	Vita	Renzo	High School	HS Redesign Student Team	Busch Grant		6.26.18-5.31.19	\$15.00/hr

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Resignation	Dierks	Amy	Family Center	ECSE Para	Paras		7.10.18	
Resignation	Borich	Brandon	High School	Science Teacher / Dept Head	PEA		6.16.18	
Resignation	Borich	Brandon	High School	8th Gr Baseball Coach	Activities		6.16.18	
Resignation	Borich	Brandon	High School	Environmental Club Advisor	Activities		6.16.18	
Resignation	McGathey	Olivia	Middle School	Middle School Golf	Activities		6.16.18	
Resignation	Borich	Brandon	High School	DILT Representative / Teacher Coach / Building Leadership Team / Site Committee Member	Activities		6.16.18	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
LOA	Zaffke	David	Intermediate	Cusodian	Custodians		7.10.18-8.7.18 (approx)	

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Change in Assignment	Miller	Ashley	Student Services	Paraprofessional moving from Ed Options to Onward	Paras	N/A	6.26.18	
Change in Assignment	Paurus	Lindsay	Community Education	Pool Coordinator	Community Education		7.1.18	\$17.28/hr
Change in Assignment	Dierks	Amy	Family Center	Preschool Tiger Club Site Supervisor	Community Education	Breanna Hoskins	7.9.18	\$17.61/hr
Change in Assignment	Burling	Jodi	District Center & Primary School	1.16 Tech Integration Specialist	PEA	N/A	8.28.18	\$78,078.00
Change in Assignment	Webb	Jason	District Center	Technology Coordinator	At Will	N/A	7.1.18	\$62,000.00

Status	Last Name	First Name	Building	Job Title	Group	Replacing	Effective Date	Wage
Extra Duty	Finck	Greg	Primary	Transition Support Coach	Individual	N/A	7.1.18	\$2,000.00



**PRINCETON**  
PUBLIC SCHOOLS

**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name Glenn Metalcraft

Description of gift check # 411595 \$2540.00

Pre-Condition, Condition, or Limitation on use Support Students with items they may need to be successful in school. Divide check evenly between all building levels.

How this gift specifically relates to the program or school: \_\_\_\_\_

This gift meets all requirements of Policy 706 Margaret Seglmas  
Staff Name

Accepted  Not Accepted \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Director

Accepted  Not Accepted Julia Espe Date: 6.19.18  
Superintendent

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

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

Principal or Director (thank you note attached)   
Copy to Building  Business Services  Board Approval

PRINCETON PUBLIC SCHOOLS

**ACCEPTANCE OF GIFTS FORM**

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

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

Donor name: East Central Energy

Description of gift: Teacher Supply Totes

Pre-Condition, Condition, or Limitation on use:

Have 10 staff members selecting supplies so ECC can video tape it.

How this gift specifically relates to the program or school: \_\_\_\_\_

This gift meets all requirements of Policy 706

Accepted  Not Accepted [Signature] Staff Name \_\_\_\_\_ Date: 6/18/18  
Principal or Director

Accepted  Not Accepted Julia Espe Staff Name \_\_\_\_\_ Date: 6.19.18  
Superintendent

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

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

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

Board Approval  Revised: October 29, 2013

Extended FT

PRINCETON HIGH SCHOOL FIELD TRIP REQUEST FORM

Submit to Activities Director (activity-related & extended) or Principal (instructional & supplemental)

(Updated 5/16/17)

Completed June 11

Name of Field Trip Supervisor: <b>J. Lupkes</b>	Name of group, club, or department: <b>FFA</b>
Descriptive name of this field trip? (i.e. FFA State Convention, college visit, Valley Fair Physics Day) <b>FFA officer Retreat</b>	Destination: <b>Whitewater State Park - Altura MN</b> Round Trip Miles: <b>300 miles</b> *Complete Transportation Request & fax to Palmer Bus
Number of Students expected to participate: <b>8</b> Number of Teacher/Advisor Chaperones: <b>2</b> Number of adult volunteers/chaperones: # male students <b>2</b> #female students <b>6</b> (if Perkins funded)	Grade level/s of student participants: (circle all that apply) 9 <b>10</b> 11 12
Date of Departure: <b>July 30</b> Time of Departure: <b>8 Am</b>	Date of Return: <b>July 31</b> Time of Return: <b>8 pm</b>
School Hours Missed: (for single day trips) 1 2 3 4 5 6 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other____ <input type="checkbox"/> outside the school day
Yes <input checked="" type="checkbox"/> No This field trip extends past 6:00 p.m. on a Wednesday.	Yes <input checked="" type="checkbox"/> No This field trip occurs on a Sunday.

How will this field trip be funded? (Check all that apply.)

- Department budget (Code: **01-350-298-211-000-401**)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: \_\_\_\_\_)
- Outside group, booster club, individual, or agency funding (name: \_\_\_\_\_)

A. What is the purpose of this field trip? (choose 1 CATEGORY only)

- CATEGORY A: Instructional** (policy 610: takes place during the school day, relates directly to a course of study) (Section F of this form is required for instructional trips) (check all that apply)
  - Required for all students enrolled in the course
  - Only students in selected section/s of this course will participate
  - Students participate by choice
- CATEGORY B: Supplemental** (policy 610: students voluntarily participate, usually take place outside the regular school day) (check all that apply)
  - All students in a course or club/activity will participate
  - Students participate by choice or selection
  - This is an enrichment opportunity
- CATEGORY C: Extended** (policy 610: trip that involves at least one overnight stay) (check all that apply) **ATTACH ITINERARY**
  - Regional or state level competition, training or meeting
    - have qualified
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected

**E. What are the estimated costs of the field trip?** (If codes are unknown, leave blank. Complete cost estimate calculations.)

**I. Transportation Code:** VAN used - @ 300 miles Round trip  
 # of round trip miles \_\_\_\_\_ X \$1.51 = \_\_\_\_\_ # of hours \_\_\_\_\_ X \$18.00 = \_\_\_\_\_  
 # of buses needed \_\_\_\_\_ X the combination of the two subtotals above = \_\_\_\_\_ (A)

**II. Lodging Code:** \_\_\_\_\_  
 # of rooms \_\_\_\_\_ X # of nights \_\_\_\_\_ = total rooms \_\_\_\_\_ X cost of room \_\_\_\_\_ = \_\_\_\_\_ (B)

**III. Registration Code:** \_\_\_\_\_  
 # of students \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \_\_\_\_\_ (C)  
 # of adults \_\_\_\_\_ X cost of registration \_\_\_\_\_ = \_\_\_\_\_ (D)

**IV. Substitute Code:** \_\_\_\_\_  
 # of teachers needing a substitute \_\_\_\_\_ X # of hours \_\_\_\_\_ X \$25 (approx) = \_\_\_\_\_ (E)  
 OR  
 # of teachers needing a substitute \_\_\_\_\_ X # of days \_\_\_\_\_ X \$125 (approx) = \_\_\_\_\_ (F)

**V. Meals Code:** \_\_\_\_\_  
 # of students & adults \_\_\_\_\_ X approximate cost of meal \_\_\_\_\_ X # of meals = \_\_\_\_\_ (G)

**TOTAL ESTIMATED COST OF FIELD TRIP (Add A-G):** \_\_\_\_\_

**F. Complete this section for instructional field trip requests.**

1. Name of course: \_\_\_\_\_

2. What is the learning goal for this trip? (Reminder, this should appear on the learning progression.)  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Is this trip approved and funded through the Carl Perkins grant?  Yes  No

4. If yes to 3, what amount was included in Perkins grant? \_\_\_\_\_

NOTE: If cost of actual trip exceeds the approved amount, this must be funded through other means.

Date Received (Office): 6-15-18

**B. Building Administrative Review**

Dawn G. Radtke 6/15/18 Approved  Not Approved   
 Activities Director Signature Date

Paul Reed 6-15-18 Approved  Not Approved   
 Principal Signature Date

**District Review for Extended Trips**

Julia Espe 6.19.18 Approved  Not Approved   
 Superintendent Signature Date

\_\_\_\_\_  
 School Board Chairperson Signature Date Approved  Not Approved

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$1,401,952.04
02 Food Service	\$15,201.47
04 Community Service	\$10,451.55
10 Student Activities	\$13,043.07
<b>Report Total</b>	<b>\$1,440,648.13</b>

## Princeton Public Schools #477

### Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	76399	169395	Check	1	14313		D.S. Erickson & Associates, PLLC	Yes	Yes	No	USD	06/15/2018	271.64
			76404	169396	Check	1	1206		AP EXAMS	Yes	Yes	No	USD	06/14/2018	11,947.00
			76426	169397	Check	1	4545		AUTO VALUE PRINCETON	Yes	Yes	No	USD	06/14/2018	65.50
			76421	169399	Check	1	1840		C.M.E.R.D.C.	Yes	Yes	No	USD	06/14/2018	618.17
			76401	169400	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	06/14/2018	3,254.79
			76410	169401	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	06/14/2018	130.21
			76411	169402	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	Yes	No	USD	06/14/2018	22.23
			76422	169403	Check	1	2278		ECOWATER SYSTEMS	Yes	Yes	No	USD	06/14/2018	23.00
			76432	169404	Check	1	8912	1	FRANCONIA SCULPTURE PARK	Yes	Yes	No	USD	06/14/2018	390.00
			76406	169405	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	Yes	No	USD	06/14/2018	3,675.00
			76423	169406	Check	1	3253		I.S.D. #314	Yes	Yes	No	USD	06/14/2018	2,900.85
			76419	169407	Check	1	16064		I.S.D. #332	Yes	Yes	No	USD	06/14/2018	2,849.42
			76420	169408	Check	1	16065		I.S.D. #473	Yes	Yes	No	USD	06/14/2018	895.37
			76402	169409	Check	1	11238		ICS CONSULTING, INC	Yes	Yes	No	USD	06/14/2018	2,000.00
			76416	169410	Check	1	15415		INDEPENDENT EMERGENCY SERVIK	Yes	Yes	No	USD	06/14/2018	75.39
			76400	169411	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	Yes	No	USD	06/14/2018	416.67
			76424	169412	Check	1	3487		JONES NANCY	Yes	Yes	No	USD	06/14/2018	25.90
			76425	169413	Check	1	3825	2	LIFETOUCH NSS	Yes	Yes	No	USD	06/14/2018	3,877.83
			76430	169414	Check	1	8514		MID MN DAMAGE PREVENTION	Yes	Yes	No	USD	06/14/2018	629.75
			76403	169415	Check	1	11477		MINUTEMAN PRESS	Yes	Yes	No	USD	06/14/2018	298.86
			76418	169416	Check	1	16049		NATIONAL RECOGNITION PRODUCT	Yes	Yes	No	USD	06/14/2018	30.56
			76427	169417	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	Yes	No	USD	06/14/2018	2,340.62
			76428	169418	Check	1	5040		PIZZA BARN	Yes	Yes	No	USD	06/14/2018	133.72
			76429	169419	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	06/14/2018	63,443.72
			76405	169420	Check	1	12572	1	PYSBA	Yes	No	No	USD	06/14/2018	60.00
			76414	169421	Check	1	14886		QP PHOTOGRAPHY	Yes	Yes	No	USD	06/14/2018	192.00
			76431	169422	Check	1	8562	1	REGION 7AA	Yes	Yes	No	USD	06/14/2018	2,093.00
			76417	169423	Check	1	15641		SIGNART CO. INC.	Yes	Yes	No	USD	06/14/2018	104.50
			76412	169424	Check	1	14477		TEACHERS ON CALL	Yes	Yes	No	USD	06/14/2018	11,300.67
			76409	169425	Check	1	14018		TEAMWORKS INTERNATIONAL INC.	Yes	No	No	USD	06/14/2018	525.98
			76413	169426	Check	1	14868		U.S. BANK EQUIPMENT FINANCE	Yes	Yes	No	USD	06/14/2018	190.24
			76408	169427	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	06/14/2018	320.16
			76407	169428	Check	1	13827		WOLD ARCHITECTS AND ENGINEER	Yes	Yes	No	USD	06/14/2018	3,599.58
			76478	169429	Check	1	16076		AMERICAN INDIAN CENTER	Yes	No	No	USD	06/28/2018	125.00
			76444	169430	Check	1	1137		AMERIPRIDE SERVICES INC.	Yes	No	No	USD	06/28/2018	1,434.58
			76496	169431	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	06/28/2018	9,793.00
			76467	169432	Check	1	16036	1	BEST BUY ADVANTAGE ACCOUNT	Yes	No	No	USD	06/28/2018	152,533.80
			76457	169433	Check	1	14021		BEYOND SPORT MARTIALARTS & FI	Yes	No	No	USD	06/28/2018	663.20
			76474	169434	Check	1	16073		BISTRAM BECKY	Yes	No	No	USD	06/28/2018	20.00
			76465	169435	Check	1	15796		BYTESPEED LLC	Yes	No	No	USD	06/28/2018	2,607.00
			76490	169436	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	06/28/2018	15,600.28

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## Princeton Public Schools #477

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	76479	169437	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	06/28/2018	484.21
			76455	169438	Check	1	13863		CONNORS FAITH	Yes	No	No	USD	06/28/2018	30.00
			76480	169439	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	06/28/2018	1,928.46
			76437	169440	Check	1	10069		DALCO	Yes	No	No	USD	06/28/2018	315.59
			76446	169441	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	06/28/2018	575.23
			76461	169442	Check	1	15149		DESIGNER SIGN SYSTEMS	Yes	No	No	USD	06/28/2018	184.00
			76495	169443	Check	1	7090		DORR LUTHER	Yes	No	No	USD	06/28/2018	180.00
			76481	169444	Check	1	2269		ECMECC	Yes	No	No	USD	06/28/2018	4,036.53
			76466	169445	Check	1	15914		EEC ACQUISITION, LLC	Yes	No	No	USD	06/28/2018	177.51
			76476	169446	Check	1	16075		EF EDUCATIONAL TOURS	Yes	No	No	USD	06/28/2018	188.67
			76477	169447	Check	1	16075		EF EDUCATIONAL TOURS	Yes	No	No	USD	06/28/2018	56.15
			76482	169448	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	06/28/2018	30,043.60
			76483	169449	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	06/28/2018	563.02
			76463	169450	Check	1	15192		EMPLOYEE BENEFITS CORPORATIC	Yes	No	No	USD	06/28/2018	240.80
			76472	169451	Check	1	16071		ENGLUND ASHLEY	Yes	No	No	USD	06/28/2018	54.00
			76454	169452	Check	1	13698		FLINT TONER.COM	Yes	No	No	USD	06/28/2018	387.00
			76494	169453	Check	1	6645		GRAINGER	Yes	No	No	USD	06/28/2018	296.70
			76484	169454	Check	1	2874	2	GTS EDUCATIONAL EVENTS	Yes	No	No	USD	06/28/2018	110.00
			76468	169455	Check	1	16048		GUARDIAN NETWORK SOLUTIONS	Yes	No	No	USD	06/28/2018	236.00
			76485	169456	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	06/28/2018	977.84
			76452	169457	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	06/28/2018	4,970.00
			76486	169458	Check	1	3231		HY-TECH AUTOMOTIVE	Yes	No	No	USD	06/28/2018	223.03
			76470	169459	Check	1	16069	1	I.S.D. #333-OGILVIE PUBLIC SCHOOL	Yes	No	No	USD	06/28/2018	661.50
			76469	169460	Check	1	16065		I.S.D. #473	Yes	No	No	USD	06/28/2018	2,016.81
			76440	169461	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/28/2018	96,435.00
			76441	169462	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/28/2018	170,274.00
			76442	169463	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	06/28/2018	206,769.00
			76487	169464	Check	1	3344		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	06/28/2018	884.40
			76448	169465	Check	1	12942		JENSON SHARON M.	Yes	No	No	USD	06/28/2018	75.00
			76464	169466	Check	1	15390		KAJEET, INC.	Yes	No	No	USD	06/28/2018	158.94
			76488	169467	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	06/28/2018	1,518.35
			76447	169468	Check	1	12702		LINDSTROM JENNIFER	Yes	No	No	USD	06/28/2018	45.00
			76489	169469	Check	1	3940		MAAP	Yes	No	No	USD	06/28/2018	76.00
			76491	169470	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	06/28/2018	2,861.05
			76460	169471	Check	1	14835		MAX INTERACTIVE INC.	Yes	No	No	USD	06/28/2018	142.90
			76439	169472	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	No	No	USD	06/28/2018	480.00
			76438	169473	Check	1	10432	2	MEI TOTAL ELEVATOR SOLUTIONS	Yes	No	No	USD	06/28/2018	192.73
			76449	169474	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	06/28/2018	389.54
			76456	169475	Check	1	13864		MINKS GERVEA	Yes	No	No	USD	06/28/2018	60.00
			76445	169476	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	06/28/2018	915.48
			76498	169477	Check	1	9608		O'NEILL MARY KAY	Yes	No	No	USD	06/28/2018	75.00

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

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	76475	169478	Check	1	16074		PATTERN RV	Yes	No	No	USD	06/28/2018	43.45
			76492	169479	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	06/28/2018	209.92
			76459	169480	Check	1	14818	2	PKS-PROFESSIONAL KARATE STUDI	Yes	No	No	USD	06/28/2018	86.40
			76497	169481	Check	1	8562	1	REGION 7AA	Yes	No	No	USD	06/28/2018	1,200.00
			76473	169482	Check	1	16072		ROWLEY CHRISTINE	Yes	No	No	USD	06/28/2018	43.00
			76450	169483	Check	1	13050	1	SCHOOL TECHNOLOGY ASSOCIATE:	Yes	No	No	USD	06/28/2018	129.00
			76451	169484	Check	1	13123		SD PROMOTIONS	Yes	No	No	USD	06/28/2018	789.50
			76462	169485	Check	1	15161		SOUTHSIDE ELECTRIC, INC	Yes	No	No	USD	06/28/2018	7,390.00
			76493	169486	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	06/28/2018	2,293.72
			76471	169487	Check	1	16070		THAYER FAYE	Yes	No	No	USD	06/28/2018	10.00
			76453	169488	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	06/28/2018	20.00
			76443	169489	Check	1	11229	1	ULINE	Yes	No	No	USD	06/28/2018	163.53
			76458	169490	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	06/28/2018	3,441.52
			76499	169491	Check	1	14758		DELTA DENTAL OF MINNESOTA	Yes	No	No	USD	06/27/2018	19,497.94
			76500	169492	Check	1	14820		NATIONAL INSURANCE SERVICES of	Yes	No	No	USD	06/27/2018	16,199.42
			76513	169493	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	06/29/2018	466.51
			76510	169494	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	06/29/2018	67.14
			76511	169495	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	06/29/2018	182.18
			76512	169496	Check	1	4584	2	NCPERS MINNESOTA	Yes	No	No	USD	06/29/2018	64.00
			76514	169497	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	06/29/2018	10,161.73
			76515	169498	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	06/29/2018	1,635.74
			76516	169499	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	06/29/2018	1,464.85
			76517	169500	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	06/29/2018	604.70
			76509	169501	Check	1	14550		SHERBURNE COUNTY AREA UNITEC	Yes	No	No	USD	06/29/2018	463.48
			76518	169502	Check	1	15983		DETERMINED PURPOSE, INC.	Yes	No	No	USD	06/29/2018	500.00
			76529	169503	Check	1	15584	1	ACTIVE INTERNET TECHNOLOGIES,	Yes	No	No	USD	07/03/2018	11,750.00
			76523	169504	Check	1	13851		AGILE SPORTS TECHNOLOGIES	Yes	No	No	USD	07/03/2018	900.00
			76528	169505	Check	1	1519		BREMER BANK	Yes	No	No	USD	07/03/2018	80.00
			76536	169506	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	07/03/2018	1,470.00
			76537	169507	Check	1	1846	2	CNA SURETY	Yes	No	No	USD	07/03/2018	75.00
			76538	169508	Check	1	1876		COMPANION	Yes	No	No	USD	07/03/2018	2,496.00
			76524	169509	Check	1	14254		FISLER DATA, LLC	Yes	No	No	USD	07/03/2018	379.00
			76520	169510	Check	1	11613	2	FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	USD	07/03/2018	15,180.15
			76522	169511	Check	1	12647		LOFFLER COMPANIES - 131511	Yes	No	No	USD	07/03/2018	8,619.37
			76545	169512	Check	1	4331		M.A.S.P.	Yes	No	No	USD	07/03/2018	40.00
			76542	169513	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	07/03/2018	870.00
			76543	169514	Check	1	4048	1	M.A.S.S.P. DIVISION OF STUDENT AC	Yes	No	No	USD	07/03/2018	140.00
			76544	169515	Check	1	4156		M.E.S.P.A.	Yes	No	No	USD	07/03/2018	917.00
			76547	169516	Check	1	4467		M.S.B.A.	Yes	No	No	USD	07/03/2018	8,744.00
			76540	169517	Check	1	4030		MASA	Yes	No	No	USD	07/03/2018	825.00
			76541	169518	Check	1	4030		MASA	Yes	No	No	USD	07/03/2018	825.00

**Princeton Public Schools #477**  
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0477	001	76539	169519	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	07/03/2018	190.00
		76546	169520	Check	1	4389	1	MN STATE HS MATHEMATICS LEAGL	Yes	No	No	USD	07/03/2018	600.00
		76525	169521	Check	1	14414		MREA	Yes	No	No	USD	07/03/2018	2,500.00
		76531	169522	Check	1	15653	1	NAVIANCE, INC.	Yes	No	No	USD	07/03/2018	6,041.72
		76533	169523	Check	1	15675		NEWSELA, INC	Yes	No	No	USD	07/03/2018	7,700.00
		76526	169524	Check	1	14465		ODYSSEYWARE	Yes	No	No	USD	07/03/2018	33,750.00
		76535	169525	Check	1	16077		ON TO COLLEGE WITH JOHN BAYLO	Yes	No	No	USD	07/03/2018	7,500.00
		76532	169526	Check	1	15666	1	POSITIVE COACHING ALLIANCE	Yes	No	No	USD	07/03/2018	2,340.00
		76548	169527	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/03/2018	175.00
		76549	169528	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/03/2018	175.00
		76550	169529	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	07/03/2018	175.00
		76551	169530	Check	1	5297		RENAISSANCE LEARNING INC	Yes	No	No	USD	07/03/2018	23,675.28
		76552	169531	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	07/03/2018	7,446.61
		76527	169532	Check	1	14715	1	SCHOOLTODAY	Yes	No	No	USD	07/03/2018	4,600.00
		76530	169533	Check	1	15601		SEESAW LEARNING, INC.	Yes	No	No	USD	07/03/2018	5,791.50
		76521	169534	Check	1	11628		SFM	Yes	No	No	USD	07/03/2018	86,905.00
		76534	169535	Check	1	15869		SITEIMPROVE, INC.	Yes	No	No	USD	07/03/2018	3,951.00
		76553	169536	Check	1	5732	1	SKYWARD	Yes	No	No	USD	07/03/2018	26,855.85
		76554	169537	Check	1	1505		BRANSON-LARKIN ELECTRONICS	Yes	No	No	USD	07/05/2018	690.00
		76556	169538	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	07/06/2018	161.19
		76562	169539	Check	1	14024		CARL'S ELECTRONICS	Yes	No	No	USD	07/06/2018	343.85
		76572	169540	Check	1	4290		CENTERPOINT ENERGY	Yes	No	No	USD	07/06/2018	3,191.46
		76555	169541	Check	1	10069		DALCO	Yes	No	No	USD	07/06/2018	755.68
		76569	169542	Check	1	2116		DEMCO INC	Yes	No	No	USD	07/06/2018	136.70
		76567	169543	Check	1	15983		DETERMINED PURPOSE, INC.	Yes	No	No	USD	07/06/2018	139.59
		76570	169544	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	07/06/2018	74.70
		76571	169545	Check	1	3284		I.S.D. #911	Yes	No	No	USD	07/06/2018	1,509.02
		76576	169546	Check	1	8388	1	METRO SALES INC	Yes	No	No	USD	07/06/2018	450.00
		76577	169547	Check	1	9667	2	MID AMERICA SOLUTIONS, INC	Yes	No	No	USD	07/06/2018	65.00
		76558	169548	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	07/06/2018	1,463.00
		76561	169549	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	07/06/2018	1,600.92
		76557	169550	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	07/06/2018	51.70
		76559	169551	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/06/2018	104,153.09
		76573	169552	Check	1	5040		PIZZA BARN	Yes	No	No	USD	07/06/2018	112.35
		76566	169553	Check	1	15742		PREMIER ELECTRICAL CORPORATI	Yes	No	No	USD	07/06/2018	7,767.75
		76568	169554	Check	1	16068		PROVIDENT HOME HEALTHCARE, LI	Yes	No	No	USD	07/06/2018	774.00
		76565	169555	Check	1	15660		REJUV MEDICAL	Yes	No	No	USD	07/06/2018	1,640.00
		76560	169556	Check	1	13608		RJ COOPER & ASSOCIATES	Yes	No	No	USD	07/06/2018	134.00
		76564	169557	Check	1	15227	1	SANTA LUCIA'S ICE CREAM	Yes	No	No	USD	07/06/2018	450.00
		76574	169558	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	07/06/2018	60.46
		76563	169559	Check	1	15226		ULTIMATE SPORTS AND APPAREL	Yes	No	No	USD	07/06/2018	1,368.00

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

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477	001	76575	169560	Check	1	6285	14	UNIVERSITY OF MINNESOTA	Yes	No	No	USD	07/06/2018	447.00
		76631	169561	Check	1	14396	1	BRAINPOP	Yes	No	No	USD	07/17/2018	3,090.00
		76640	169562	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	07/17/2018	1,927.80
		76630	169563	Check	1	14336	1	COLE PAPERS, INC.	Yes	No	No	USD	07/17/2018	17,812.44
		76621	169564	Check	1	10069		DALCO	Yes	No	No	USD	07/17/2018	1,278.77
		76625	169565	Check	1	11656		DEAN FOODS NORTH CENTRAL	Yes	No	No	USD	07/17/2018	75.37
		76637	169566	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	07/17/2018	23.00
		76628	169567	Check	1	13741		EDMENTUM	Yes	No	No	USD	07/17/2018	6,600.00
		76645	169568	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	07/17/2018	332.77
		76632	169569	Check	1	14833		FASTBRIDGE LEARNING	Yes	No	No	USD	07/17/2018	9,750.00
		76644	169570	Check	1	6645		GRAINGER	Yes	No	No	USD	07/17/2018	145.19
		76635	169571	Check	1	16013		GREENE PATRICIA ANN	Yes	No	No	USD	07/17/2018	1,260.00
		76638	169572	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	07/17/2018	219.47
		76639	169573	Check	1	3182	3	HOUGHTON-MIFFLIN	Yes	No	No	USD	07/17/2018	44,987.40
		76622	169574	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	07/17/2018	416.67
		76626	169575	Check	1	12552		IXL LEARNING	Yes	No	No	USD	07/17/2018	16,294.00
		76624	169576	Check	1	11477		MINUTEMAN PRESS	Yes	No	No	USD	07/17/2018	187.63
		76636	169577	Check	1	2122	2	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	07/17/2018	100.00
		76627	169578	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	07/17/2018	3,433.44
		76641	169579	Check	1	5149		PRINCETON RENTAL INC.	Yes	No	No	USD	07/17/2018	55.90
		76623	169580	Check	1	1098	5	RIDDELL, INC	Yes	No	No	USD	07/17/2018	3,412.95
		76633	169581	Check	1	15408		TEXTHELP INC	Yes	No	No	USD	07/17/2018	5,250.00
		76642	169582	Check	1	6142		TIERNEY BROS.	Yes	No	No	USD	07/17/2018	13,245.00
		76643	169583	Check	1	6156	7	TIME FOR KIDS	Yes	No	No	USD	07/17/2018	138.60
		76629	169584	Check	1	14333		UPPER LAKES FOODS, INC.	Yes	No	No	USD	07/17/2018	905.03
		76634	169585	Check	1	15590		WEVIDEO, INC.	Yes	No	No	USD	07/17/2018	4,454.00
													<b>Bank Total: 001</b>	<b>\$1,435,513.33</b>
													<b>Report Total:</b>	<b>\$1,435,513.33</b>

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**PRINCETON PUBLIC SCHOOLS  
TREASURER'S REPORT  
MONTHLY CASH FLOW REPORT FOR JUNE 2018**

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>MONTHLY RECEIPTS</b>	<b>MONTHLY DISBURSEMENTS</b>	<b>JOURNAL ENTRIES</b>	<b>ENDING BALANCE</b>
<b>01 General</b>	13,398,041.85	2,929,350.48	3,952,172.90	(1,220.50)	12,375,219.43
<b>02 Food Service</b>	461,840.88	108,854.34	135,982.17	(1,597.95)	434,713.05
<b>04 Community Service</b>	470,338.88	122,065.21	113,225.16	(2,318.89)	479,178.93
<b>06 Building Fund</b>	66,107.22	97.80	0.00	0.00	66,205.02
<b>07 Debt Service</b>	1,132,620.80	474,535.01	0.00	0.00	1,607,155.81
<b>10 Activities</b>	147,669.04	42,758.45	53,232.61	(1,693.10)	137,194.88
<b>TOTAL</b>	<b>15,676,618.67</b>	<b>3,677,661.29</b>	<b>4,254,612.84</b>		<b>15,099,667.12</b>

**Bank Accounts**

<b>AP/PR Account (Bremer)</b>	<b>1,381,747.80</b>
<b>MSDLAF+</b>	<b>3,819,020.63</b>
<b>Investments (Fd01)</b>	<b>11,025,616.14</b>
<b>Investments (Fd06)</b>	<b><u>66,205.02</u></b>
	<b>16,292,589.59</b>
<b>O/S Accts Pay Checks</b>	<b>(1,054,210.88)</b>
<b>O/S Payroll Checks</b>	<b>(3,374.44)</b>
<b>O/S Wires</b>	<b>(138,144.89)</b>
<b>NSF Checks</b>	<b><u>2,807.74</u></b>
<b>TOTAL</b>	<b>15,099,667.12</b>

# Princeton Public Schools - ISD #477

## Wire Transfer Report

July 17, 2018

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
6/15/2018	\$ 1,061,021.34	ACH File Transfer
6/15/2018	\$ 348,625.80	Federal Tax Wire Transfer
6/15/2018	\$ 60,634.92	State Tax Wire Transfer
6/15/2018	\$ 14,393.91	Select Account HSA
6/15/2018	\$ 185,039.98	TRA File Transfer
6/15/2018	\$ 40,627.98	PERA File Transfer
6/15/2018	\$ 241.50	MN Child Support File Transfer
6/15/2018	\$ 37,614.87	TSA File Transfer
6/29/2018	\$ 550,685.46	ACH File Transfer
6/29/2018	\$ 183,600.93	Federal Tax Wire Transfer
6/29/2018	\$ 32,415.41	State Tax Wire Transfer
6/29/2018	\$ 12,807.21	Select Account H S A
6/29/2018	\$ 96,483.68	TRA File Transfer
6/29/2018	\$ 20,977.45	PERA File Transfer
6/29/2018	\$ 241.50	MN Child Support File Transfer
6/29/2018	\$ 52,262.83	TSA File Transfer
7/5/2018	\$ 12,396.61	BMO Harris Bank - (Pcards)
7/5/2018	\$ 356.00	MN Revenue - (Sales tax)
6/7/2018	\$ 1,648.78	SelectAccount
6/14/2018	\$ 3,717.56	SelectAccount
6/20/2018	\$ 373.75	SelectAccount
6/21/2018	\$ 3,276.43	SelectAccount
6/28/2018	\$ 1,137.86	SelectAccount
	\$	
<b>TOTAL</b>	<b>\$ 2,720,581.76</b>	



July 11, 2018



Re: Primary School Parent – Student Handbook Changes

Dear Mr. Barton and School Board Members,

Below are the recommended changes for the 2018-2019 parent/student handbook. These changes are based on a variety of reasons: updating staff and building information, aligning Princeton Primary goals, and recommendations from the Food Service Director and District Nurse.

Pg. 1 – updated administration changes to the superintendent and Primary School principal.

Pgs. 3, 4 & 5 - Updated staff listing

Pg. 6 – Updated school calendar to new school year

Pg. 8 – Added section on field trips in regards to parents attending

Pg. 9 – Updated unexcused/excused absence wording to align with all other buildings

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

### HEALTH SERVICES

The Health Services team welcomes any communication or question related to student health. Please visit our webpage at <https://www.isd477.org/departments/health-services>, or find us under the main Princeton page, Departments, Health Services for our monthly newsletter, and additional information regarding our policies, immunizations, illnesses, and downloadable forms. We are proud to announce that we are now able to obtain student information through Skyward Family Access. Beginning 2018-2019, **all emergency contact and medical information will now be entered through the Skyward Family Access Portal** which can be found under the main *Princeton page, Family Logins tab, Skyward Toolkit*. From there you will be able to sign up for alerts, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

### Core Values



1206 7th Ave N  
Princeton, MN 55371  
763-389-6901  
763-389-6920  
[isd477.org](http://isd477.org)

## HEALTH OFFICE CONTACT INFORMATION

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

Oliver, Amy - Middle School Health Aide (763) 389-6723; [amy.oliver@isd477.org](mailto:amy.oliver@isd477.org)

Moe, Rose - Intermediate School Health Aide (763) 389-6803; [rose.moe@isd477.org](mailto:rose.moe@isd477.org)

Smith, Jackie - Primary School Health Aide (763) 389-6904; [jackie.smith@isd477.org](mailto:jackie.smith@isd477.org)

Wyganowski, Nicole - District Nurse (763) 389-6195; [nicole.wyganowski@isd477.org](mailto:nicole.wyganowski@isd477.org)

## CONTACT INFORMATION

In addition to parent/guardian contact information we recommend all students have at least two emergency contacts listed with accurate phone numbers. **Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.**

If this information is inaccurate or not on file in Skyward, and we are unable to reach a parent/guardian or emergency contact, the school will make a determination about care and treatment for your child.

## USE OF HEALTH SERVICES

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

Over the Counter Medications (Administration according to package directions) and/or interventions:

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

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

## ILLNESS, INJURY AND EMERGENCY

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

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

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

Before returning to school students must be:

- Fever free for **24 hours** without using fever reducing medicines
- Vomiting or diarrhea free for **24 hours**
- If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
- For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes etc.) a note from the Health Care Provider is required.

## HEALTH CONDITIONS

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

This may include the following:

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

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

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

## MEDICATIONS

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

## IMMUNIZATIONS

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

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

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

## SCREENINGS

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

## ALLERGY AWARE SCHOOLS

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

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

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

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

## **WELLNESS**

Beginning in the 2018-19 school year, Princeton Public Schools will be taking a more active role in promoting, supporting and modeling healthy eating habits for our students. We recognize our children love to celebrate their birthdays with treats for their peers and teachers; on the other hand, we also recognize 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, Valentine's 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*.

Pg. 13 & 14 – Take out whole lunch account section and replace with new updated section – sent via food service director for each handbook within the district:

## **Food Services**

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch and milk. It is a prepaid, computerized program. When students bring in money, it is credited to their account. You can also deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55 – 8:10 AM.

### **Lunch Account Balances**

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

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

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

### **Free or Reduced Lunches**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. **New forms must be filled out each year.** Forms are mailed home and handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does not negate any current negative balances. Students are still responsible for those charges and must pay the balance in full as soon as possible.

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

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

**Prices (subject to change):**

Lunch (Primary)	\$2.45	Snack Milk	\$0.40
Lunch (Secondary)	\$2.55	Reduced Lunch	\$0.00
Breakfast (All Schools)	\$1.50	Reduced Breakfast	\$0.00
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00

**Student Lunch Menus**

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

**Student Cold Lunches**

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

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

**Breakfast Program**

School breakfast is offered every school day from 7:55 – 8:10 AM. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

**Expected Behavior**

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

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

Sincerely,



Christine L. Hazelton  
Building Secretary

# **Parent – Student Handbook**

## **2018-2019 School Year**



**PRINCETON**  
**PRIMARY SCHOOL**

**1206 7<sup>th</sup> Avenue North**

**Princeton, MN 55371**

**763-389-6901**

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



# PRINCETON

## PRIMARY SCHOOL

Dear Parents and Guardians,

Welcome to the 2018-2019 school year! I would like to take a moment to introduce myself, my name is Sarah Marxhausen, the new Primary School principal! I have been with the Princeton school district for the last 10 years as the Assistant Principal at the Middle School and Director of Human Resources. Prior to my experience in Princeton, I was a teacher for 8 years where sharing my love for learning entered into the classroom.

I truly enjoy working with students. I feel very fortunate to work with our young learners and being part of their lives. We have an amazing district and a staff at the Primary School who truly care about students. I have come to call Princeton and those here my school family. Simply stated, my heart is in Princeton and helping students.

I look forward to collaborating with you and your child's teacher throughout the school year. Our goal is to provide a well-rounded education for your child. We want to work closely with you, please feel free to contact your child's teacher or myself at anytime. Together, we will make a positive experience for your child.

To assist with questions you may have about the upcoming year, we have put together some helpful information about our school policies and procedures in this handbook. Some of which will include:

- Pick-up and drop off times, including parking procedures
- Tips for proper dress while outside and during recess
- Tiger Pride (positive behavior) expectations
- Lunch accounts
- Staff information
- Field trip information
- Guidelines for absences related to illness

Our goal is for your child to have a successful school year while helping support children as they grow and learn. Thank you for this opportunity to work with you as a team to support your child. We look forward to the upcoming school year, please feel free to contact me with any questions or concerns. I am happy to help however I can!

Respectfully,

Sarah A. Marxhausen  
Primary School Principal

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## SCHOOL BOARD MEMBERS

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

## ADMINISTRATION

Ben Barton ..... Superintendent of Schools  
Michelle Czech ..... Director of Business Services  
Jessica Town-Gunderson..... Director of Teaching and Learning  
Gwen Anderson..... Director of Community Education  
Deanna Cooley..... Food Service Director  
Barb Muckenhirn ..... High School Principal  
Dan Voce ..... Middle School Principal  
John Beach ..... Intermediate School Principal  
Sarah Marxhausen ..... Primary School Principal

## Princeton Public Schools Building Addresses and Telephone Numbers

### **District Center**

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

### **Primary School**

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

### **Princeton Intermediate**

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

### **Middle School**

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

### **High School**

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



# **PRINCETON**

**PRIMARY SCHOOL**

## **2018 – 2019 School Goals**

1. To teach, recognize, and reinforce our Tiger Pride (PBIS: Positive Behavior Intervention and Supports) expectations. Provide continual training and support for staff and empower students to make positive choices while learning from mistakes.
2. To monitor student discipline data and positive PBIS data while making data-based decisions to guide levels of support needed on an individual and school-wide level.
3. To monitor our growth by using research-based best instructional practices through the Marzano Framework and further expand the Princeton Paradigm.
4. To meet our academic goals for each grade level and monitor progress throughout the school year to make data-based decisions.
5. To provide high-quality staff development through PLC's (Professional Learning Communities).
6. To work collaboratively as a Primary school team with one another and with families to promote respect, effort and encouragement, and communication.

# **Primary School Staff**

**PRINCIPAL - Sarah Marxhausen**

## **Teaching Staff**

### **KINDERGARTEN**

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

### **FIRST GRADE**

Amy Anderson  
Jennifer Beckers  
Carmen Climent - Spanish  
Kaitlin Clyne  
Michelle Hallbeck  
Ann Jorgenson  
Stefanie Middendorf  
Stacy Miller  
Chelsey Nordine  
Jackie Strandberg  
Lisa Swedzinski  
Cecilia Torregrosa - Spanish

### **SECOND GRADE**

Rachel Anderson  
Nicole Cook  
Jennifer Deziel  
Michelle Hagen  
Andrea Huss  
Cathy Jo Kiloran  
Michelle Lindell  
Amanda Pemberton  
Oskia Ruiz - Spanish  
Shelley Scheffel  
Pedro Valdivieso - Spanish

### **RESOURCE TEAM**

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

### **SPECIALISTS**

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

# ***Primary School Support Staff***

## **OFFICE**

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

## **MEDIA CENTER**

Dawn Fliehr

## **RESOURCE TEAM**

### **ASSISTANTS**

Colleen Bergmann  
Jenny Bragg  
Nikki Bragg  
Michele Buisman  
Karen Carlson  
Karen Cichy  
Karen Donais  
Sandy Embertson  
Chris Hennessey  
Missy Kafka  
Karee Meyer  
Lora Moore  
Astrid Peterson  
Suzette Scheiber  
Janelle Tou  
Shirley Tonn  
Violeta Toven  
Robin Wirebaugh  
Teresa Wredberg

## **TITLE 1**

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

## **MAINTENANCE**

Sarah Corrigan  
Nicole McCullum  
Monica Wolf

## **FOOD SERVICE**

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

## **CAFETERIA**

Melissa Brimmer  
Angie Dobel

## **AMITY INTERNS**

## **FOSTER GRANDPARENTS**

Grandma Ann  
Grandma Nancy

## **READING CORP**

Guy Havelka  
Ashley Shea

# Primary School 2018 - 2019 Telephone List

<u>Name</u>	<u>Phone No.</u>	<u>Assignment</u>
Anderson, Amy	389-6954	1st Grade
Anderson, Tonia	389-6403	Media/Tech
Angstman, Cindy	389-6906	Kindergarten
Bahe, Mary	389-6918	Resource Team
Bartholomaus, Susan	389-6946	Art
Beckers, Jeff	389-6937	Kindergarten
Beckers, Jennifer	389-6949	1st Grade
Bekius, Lisa	389-6929	Volunteer Coordinator
Brand, Heather	389-6773	Resource Team
Brovold, Cindy	389-6754	Resource Team
Busch, Amy	389-6940	Title 1
Climent, Carmen	389-6993	Spanish - 1st
Clyne, Kaitlin	389-6932	1st Grade
Cook, Nicole	389-6936	2nd Grade
Custodians	389-6943	
Deziel, Jennifer	389-6908	2nd Grade
<b>Fax Number</b>	<b>389-6920</b>	
Fay, Alex	389-6925	Kindergarten
Franke, Karen	389-6941	EBD
Gadacz, Brianna	389-6756	Resource Team
Hagen, Michelle	389-6947	2nd Grade
Hallbeck, Michelle	389-6956	1st Grade
Hanson, Jeff	389-6858	Phy Ed
Health Office	389-6904	
Huss, Andrea	389-6927	2nd Grade
Johnson, Megan	389-6948	Kindergarten
Jorgenson, Ann	389-6913	1st Grade
Julson, Sarah	389-6955	Kindergarten
Kiloran, Cathy Jo	389-6952	2nd Grade
<b>Kitchen</b>	<b>389-6945</b>	<b>Food Service</b>
Lindell, Michelle	389-6928	2nd Grade
Linden, Tracie	389-6911	Kindergarten
Long, Samantha	389-6910	Kindergarten
Marxhausen, Sarah	389-6901	Principal
Miller, Stacy	389-6944	1st Grade
Moore, Julie	389-6923	Music
Neubauer, Kim	389-6942	Phy Ed
Office	389-6901	
Ostroot, Tom	389-6912	Science
Pemberton, Amanda	389-6933	2nd Grade
Porttiin, Annie	389-6905	Kindergarten
Quiroga, Geraldina	389-6931	Spanish - K
Rademacher, Joan	389-6935	Speech
Ruiz, Oskia	389-6909	Spanish - 2nd
Ruzek, Janna	389-6957	Kindergarten
Scheffel, Shelley	389-6926	2nd Grade
Segade, Carmen	389-6907	Spanish - K
Strandberg, Jackie	389-6921	1st Grade
Valdivieso, Pedro	389-6919	Spanish - 2nd

<u>Name</u>	<u>Phone No.</u>	<u>Assignment</u>
Swedzinski, Lisa	389-6924	1st Grade
Swenson, Peggy	389-6934	Social Worker
<b>Tiger Club</b>	<b>389-7200</b>	
Tigue, Michele	389-6915	Resource Team
Torregrosa, Cecilia	389-6916	Spanish - 1st
Ward, Mary	389-6953	Speech
Zachman, Melinda	389-6743	Resource Team

**Palmer Bus      763-631-5315**

# PRINCETON

## PUBLIC SCHOOLS

### 2018-2019 Calendar



#### August 2018

- 21-23 New Teacher Workshops
- 28-30 Staff Development Days

#### September 2018

- 3 Labor Day
- 4 First Day of School

#### October 2018

- 17 No School for Students-Staff Development
- 18-19 No School for Students & Staff

#### November 2018

- 21 No School for Students-Staff Development
- 22-23 Thanksgiving Break
- No School for Students & Staff
- 30 Last Day of Trimester 1

#### December 2018

- 3 No School for Students
- Staff Development/Grading
- 24-31 Winter Break
- No School for Students & Staff

#### January 2019

- 1 Winter Break
- No School for Students & Staff
- 21 Martin Luther King Jr. Day
- No School for Students-Staff Development

#### February 2019

- 18 President's Day
- No School for Students & Staff

#### March 2019

- 6 Last Day of Trimester 2
- 7-8 No School for Students
- Staff Development/Grading

#### April 2019

- 19-22 Spring Break
- No School for Students & Staff

#### May 2019

- 27 Memorial Day
- No School for Students & Staff
- 30 Last Day of School
- 31 High School Graduation
- No School for Students
- Staff Development/Grading

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

September 2018						
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30						

November 2018						
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January 2019						
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27	28	29	30	31		

March 2019						
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24	25	26	27	28	29	30
31						

May 2019						
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26	27	28	29	30	31	

August 2018						
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26	27	28	29	30	31	

October 2018						
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28	29	30	31			

December 2018						
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30	31					

February 2019						
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24	25	26	27	28		

April 2019						
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14	15	16	17	18	19	20
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28	29	30				

June 2019						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Key**

- Holiday / School Closed
- No School for Students - Staff Development Day
- Last Day of Trimester
- First and Last Day of School



# Princeton Primary Upper Level



## **EMERGENCY EXIT ROUTES**

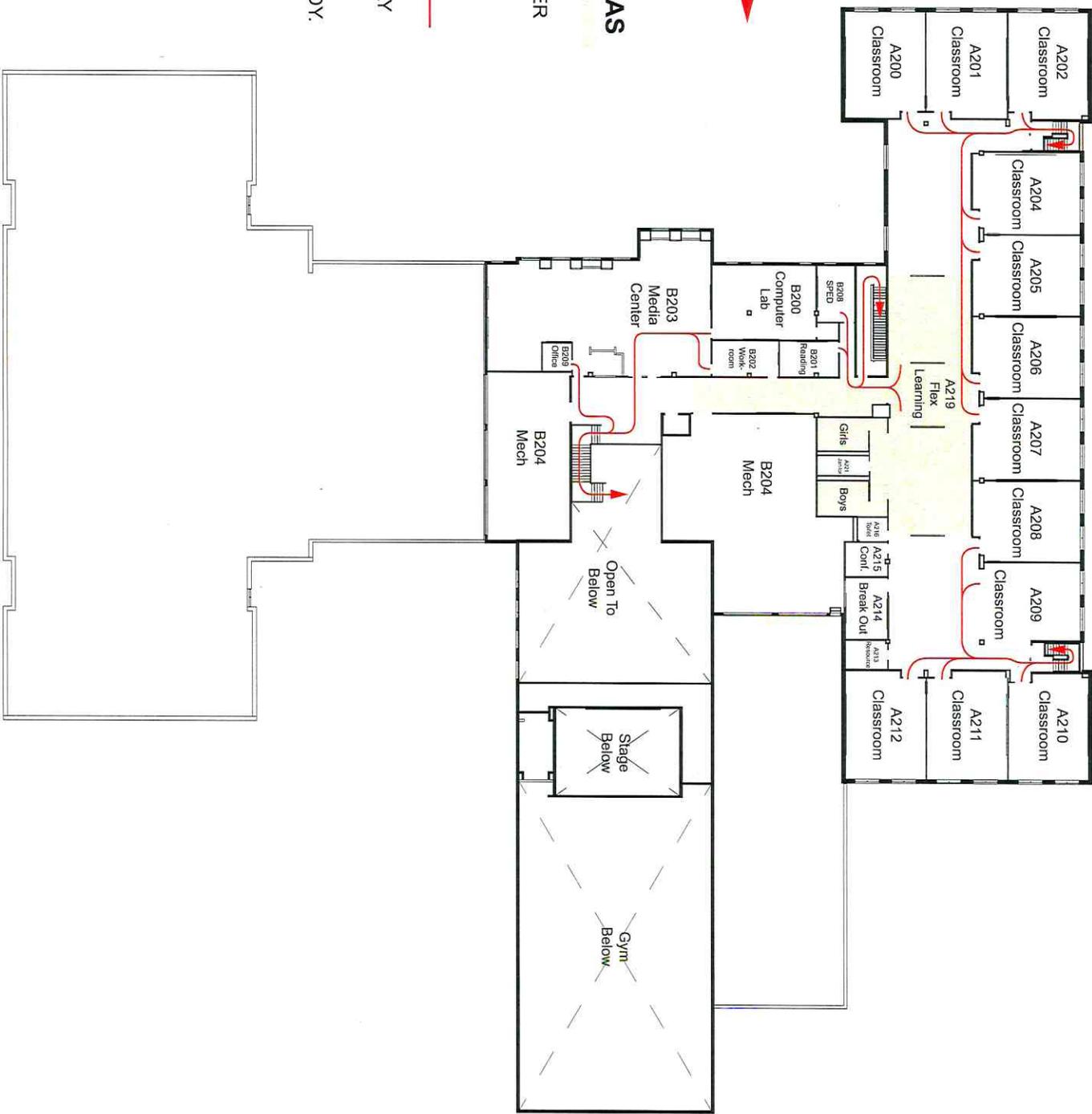
CALMLY FOLLOW DESIGNATED EXIT ROUTE AND PROCEED AWAY FROM BUILDING TO OUTSIDE GATHERING AREAS.

## **SEVERE WEATHER SHELTER AREAS**

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

## **PLEASE NOTE**

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



# **THE SCHOOL DAY**

**8:15 a.m. – 2:45 p.m.**

## **Reporting Absences/Homework**

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

## **Emergency Closings**

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

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

### **Radio:**

WCCO 830 AM

WQPM 1300 AM / KLCI 106.1 FM

KBEK 95.5 FM

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

WWJO 98.1 FM / WJON 1240 AM

### **Television Channels:**

4 – WCCO

5 – KSTP-5

9 – KMSP/FOX

11 – KARE

45 – KSTC

### **Web sites:**

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

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

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

## **Cold Weather Procedures**

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

## **Field Trips**

Classroom teachers may choose whether or not to invite parents to accompany their students on field trips. Additionally, the teachers of each grade level may choose whether or not parents can ride the bus. Typically, parents are encouraged to drive their own vehicle and follow the school bus. Before the day of the field trip, check with your child's teacher.

## ATTENDANCE PROCEDURE

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

### **Tuancy**

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.

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

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

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

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

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

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

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

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

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

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

Attendance concerns will be brought to the attention of the School Social Worker and/or Administration.

3 unexcused absences:	Fix-it note from social worker
4 unexcused absences:	Letter from social worker
5 unexcused absences:	Phone call or meeting with social worker or administration
7 unexcused absences:	Letter notifying parent that the school is filing a report of educational neglect with the county of residence
10 excused:	Letter notifying parent that at 15 excused a doctor's note will be required for all following absences
15 excused:	A dated doctor's note excusing the student for the day's absence will be required. This must be presented within two days of the student's return to school. At this point, all absences are considered unexcused unless there are doctor's notes provided.

## **HEALTH SERVICES**

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

We are proud to announce that we are now able to obtain student information through Skyward Family Access. Beginning 2018-2019, **all emergency contact and medical information will now be entered through the Skyward Family Access Portal** which can be found under the main *Princeton page, Family Logins tab, Skyward Toolkit*. From there you will be able to sign up for alerts, enter emergency contact information as well as pertinent medical information such as allergies and conditions that we should know about your child.

### **HEALTH OFFICE CONTACT INFORMATION**

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

Oliver, Amy - Middle School Health Aide (763) 389-6723; [amy.oliver@isd477.org](mailto:amy.oliver@isd477.org)

Moe, Rose - Intermediate School Health Aide (763) 389-6803; [rose.moe@isd477.org](mailto:rose.moe@isd477.org)

Smith, Jackie - Primary School Health Aide (763) 389-6904; [jackie.smith@isd477.org](mailto:jackie.smith@isd477.org)

Wyganowski, Nicole - District Nurse (763) 389-6195; [nicole.wyganowski@isd477.org](mailto:nicole.wyganowski@isd477.org)

### **CONTACT INFORMATION**

In addition to parent/guardian contact information we recommend all students have at least two emergency contacts listed with accurate phone numbers. **Please update all changes to emergency contact information including home, work, and cell numbers as they may occur so contacts can be made as necessary.**

If this information is inaccurate or not on file in Skyward, and we are unable to reach a parent/guardian or emergency contact, the school will make a determination about care and treatment for your child.

### **USE OF HEALTH SERVICES**

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

Over the Counter Medications (Administration according to package directions) and/or interventions:

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

## **ILLNESS, INJURY AND EMERGENCY**

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

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

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

Before returning to school students must be:

- Fever free **for 24 hours** without using fever reducing medicines
- Vomiting or diarrhea free **for 24 hours**
- If the student has a rash of unknown origin, they must have a note from a Health Care Provider stating it is not contagious and when they may return to school
- For any activity restrictions, (in school or Physical Education Class) or other special accommodations (elevator use, unlimited bathroom passes etc.) a note from the Health Care Provider is required.

## **HEALTH CONDITIONS**

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

This may include the following:

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

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

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

## **MEDICATIONS**

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

## **IMMUNIZATIONS**

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

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

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

## **SCREENINGS**

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

## **ALLERGY AWARE SCHOOLS**

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

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

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

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

## **WELLNESS**

Beginning in the 2018-19 school year, Princeton Public Schools will be taking a more active role in promoting, supporting and modeling healthy eating habits for our students. We recognize our children love to celebrate their birthdays with treats for their peers and teachers; on the other hand, we also recognize 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, Valentine's 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*.

## LUNCH ACCOUNT INFORMATION AND POLICY

### Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch and milk. It is a prepaid, computerized program. When students bring in money, it is credited to their account. You can also deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:55 – 8:10 AM.

### Lunch Account Balances

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

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

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

### Free or Reduced Lunches

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. **New forms must be filled out each year.** Forms are mailed home and handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does not negate any current negative balances. Students are still responsible for those charges and must pay the balance in full as soon as possible.

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

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

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

Lunch (Primary)	\$2.45	Snack Milk	\$0.40
Lunch (Secondary)	\$2.55	Reduced Lunch	\$0.00
Breakfast (All Schools)	\$1.50	Reduced Breakfast	\$0.00
Extra Lunch Milk – Everyone	\$0.40	Adult Lunch	\$4.00

### Student Lunch Menus

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

### **Student Cold Lunches**

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

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

### **Breakfast Program**

School breakfast is offered every school day from 7:55 – 8:10 AM. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### **Expected Behavior**

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

## **COMMUNICATION**

### **Whom to Call**

Frequently, parents find it beneficial/necessary to communicate with school personnel concerning their child. As a general rule, your child's classroom teacher can best respond to questions concerning their progress, work to be completed, peer relationships, etc. Please reference page 5 for a phone directory. Princeton Primary's office personnel might best answer questions and/or concerns more general in nature. The principal invites any questions, which might be appropriately directed to her. The number to call the office is 389-6901.

### **Parent Teacher Conferences**

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

### **Volunteer Program**

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

### **Visiting School**

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

## **GENERAL INFORMATION**

### **Morning Arrivals**

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

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

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

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

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

Or

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

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

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

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

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

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

### **School Visitation by Children**

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

### **Change of Address**

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

### **Transfer**

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

### **Lockers**

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

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

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

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

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

### **Transportation**

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

### **School Closings**

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

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

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

### **Bicycles**

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

### **Lost and Found**

Each year mittens, sweaters, caps, boots and other kinds of clothing are turned in to the lost and found and are never claimed. We encourage you to label your student's clothes. Parents and/or children should check the lost and found area in the cafeteria whenever things have been lost or misplaced. Unclaimed clothing items are donated to a local thrift store throughout the school year.

### **The Pledge of Allegiance**

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

### **District Policies**

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

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

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

## **SPECIALIZED STAFF**

### **Speech**

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

### **School Social Worker**

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

### **School Psychologist**

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

### **Resource Team**

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

## **Behavior and Discipline Guidelines**

### **Tiger Pride**

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

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

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

**I will respect myself.**

**I will respect others.**

**I will respect property.**

**I will respect community.**

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

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

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

### **Consequences**

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

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

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

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

### **Reasonable Force**

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

### **Apparel**

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

### **Clothing should be**

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

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

- See-through clothing, halters, tube tops, short shorts/skirts or exposed midriff
- Exposed underwear/undergarment
- Any items that are offensive or inappropriate
- Pants or shorts worn below the hips
- Clothing with logos, slogans, words or pictures promoting or depicting alcohol, tobacco, vandalism, bigotry, violence, sexual connotations or profanity

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

## Princeton Primary School Bully Prevention Program

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

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

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

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

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

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

## **DISTRICT WIDE POLICIES AND PROCEDURES**

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

### **Directory Information**

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

## **CRIMINAL HISTORY BACKGROUND CHECKS**

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

## **PROHIBITION OF WEAPONS**

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

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

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

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

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

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

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

## **HARASSMENT AND VIOLENCE**

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

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

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

## **STUDENT TRANSPORTATION SAFETY**

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

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

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

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

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

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

## B. Rules at the Bus Stop

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

## C. Rules on the Bus

The following rules will be posted on each school bus:

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

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

## D. Consequences

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

### 1. Elementary (K - 5)

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

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

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

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

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

### 2. Other Discipline

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

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

### III. PARENT AND GUARDIAN INVOLVEMENT

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

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

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

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

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

## SUSPENSION, EXCLUSION, EXPULSION

### A. SUSPENSION

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

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

### B. EXPULSION

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

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

#### Length of Expulsion:

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

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

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

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

## STUDENT USE AND DISTRIBUTION OF CONTROLLED SUBSTANCES

### School district policy #417

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

### CHEMICAL USE AND ABUSE

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

#### Definitions

A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

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

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

#### Consequences

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

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

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

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

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

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

**PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

- A. In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- B. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- C. The school district expects that employees and students will blend thoughtful use of the school district computer system and the Internet throughout the curriculum.
- D. The school district operates technology protection measures that protect against access to unacceptable material through the school district network.
- E. All electronic communications that are sent or received on the school district network are considered property of the school district.
- F. It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

**III. ACCEPTABLE USES**

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

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

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

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

#### **V. UNACCEPTABLE USES**

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  - a. Information or materials that could cause damage or danger of disruption to the educational process;
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
6. Users will not use the school district system to violate copyright laws or usage licensing agreements. The Internet when off school district premises also may be in violation of this policy as well as other school district policies.
7. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school
  - b. A student or employee engaging in the foregoing unacceptable uses of premises to the extent that student learning or the school environment is substantially and materially disrupted.

#### **VI. CONSISTENCY WITH OTHER SCHOOL POLICIES**

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

#### **VII. INTERNET USE AGREEMENT**

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

## VIII. IMPLEMENTATION; POLICY REVIEW

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

## **Student Services 2018-19 Handbook Summary of Changes**

- Updated year reference
- Updated table of contents
- Added statewide testing doc to comply with legislative changes to forms section
- Updated staff directory
- Updated school board titles
- Updated district calendar
- Updated academics section to include graduation credit changes and procedures for reporting incomplete grades
- Included description of Personal Learning Plan requirements for students attending Princeton Online Academy
- Added information regarding grading procedures for students enrolled in Princeton Online Academy
- Updated credit recovery section to include a statement regarding registration procedures
- Updated district policies
- Updated meal program information
- Clarified information within student parking section
- Updated info related to make updates to the health information in Skyward
- Removed transportation policy 709 until updated
- Clarified procedures related to student conduct
- Added information within ALC section related to electronic device use during the school day
- Updated trimester dates
- Removed statements related to paper form of Device Use Agreement



# PRINCETON

## STUDENT SERVICES

### Student and Family Handbook 2018-2019

Area Learning Center | Online Academy  
Educational Options | Onward | Special Education

## Princeton Public Schools Mission

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

## Vision

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

## Strategic Plan Goals

Goal 1- Provide personalized instruction for every student.

Goal 2- Prepare 21st Century students to be College & Career ready.

Goal 3- Implement Innovative Programming.

Goal 4- Guarantee creative & relevant digital learning.

Goal 5- Communication



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# Welcome to Princeton Student Services

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Dear Students and Parents/Guardians,

Princeton Student Services provides supported learning opportunities through the Princeton Online Academy, Princeton Area Learning Center, Educational Options at Accurate Home Care, and special education services throughout the Princeton School District including the Onward Program.

Courses are aligned with Minnesota K-12 Academic Standards. Students are required to meet state standards as prescribed in the areas of Language Arts, Mathematics, Science, Social Studies, Fine Arts, and Health and Physical Education in order to ensure grade progression and graduation.

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

Student Services reserves the right to modify procedures when the administration determines the changes are in the best interest of the school community. Such changes will be communicated to students, parents, and staff in a timely and appropriate fashion.

We hope you have an enjoyable and productive school year!

Sincerely,

Erin Dohrmann

Director of Student Services

## School Board

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

## Staff Directory

To reach the Student Services department, please email [student-services@isd477.org](mailto:student-services@isd477.org).

To reach the Special Education department please email [sped@isd477.org](mailto:sped@isd477.org).

Name	Title	Phone	Email
Erin Dohrmann	Director of Student Services	763-389-6191	erin.dohrmann@isd477.org
Roy Hanenburg	Teacher-Area Learning Center	763-389-6083	roy.hanenburg@isd477.org
Timothy Hasser	Teacher-Educational Options	866-214-3800 x7103	timothy.hasser@isd477.org
Kim Hoskins	Special Education Secretary	763-389-7224	kim.hoskins@isd477.org
Terri Kerwin	Teacher-Online Academy	763-389-6180	terri.kerwin@isd477.org
Rick Kielty	Teacher-Area Learning Center	763-389-6094	rick.kielty@isd477.org
Gary Loch	Cultural Liaison	763-389-7186	gary.loch@isd477.org
Kellie McConville	Student Services Secretary	763-389-6719	kellie.mcconville@isd477.org
Jill Tye	Special Education Coordinator	763-389-6730	jtye@rrsec.org

Christopher Bemboom	Developmental Adapted Physical Education Teacher	763-389-6161	christopher.bemboom@isd477.org
Sarah Moffat	Guidance Counselor	7630389-6063	sarah.moffat@isd477.org
Jean Roof	Teacher-Onward Program	763-389-6003	jean.roof@isd477.org
Lori Sandin	Special Education Assessment Specialist	763-389-6194	lori.sandin@isd477.org
Cindy Scott	Speech/Language Pathologist-Onward Program	763-389-6738	cindy.scott@isd477.org
Christina Vaughn	Teacher-Educational Options	866-214-3800 x7103	christina.vaughn@isd477.org
Nicole Wyganowski	District Nurse	763-389-6195	nichole.wyganowski@isd477.org
Diane Schultz	Teacher-Online Academy	763-389-6193	diane.schultz@isd477.org

## Emergency School Closing

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

Radio: WCCO 830 AM  
WQPM 1300 AM / KLCI 106.1 FM  
KBK 95.5 FM  
KCLD 104.7 FM / KZPK 98.9 FM / 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.isd477.org](http://www.isd477.org)  
[www.wcco.com](http://www.wcco.com)  
[www.kare11.com](http://www.kare11.com)

# Calendar

## PRINCETON PUBLIC SCHOOLS

2018-2019 Calendar



### August 2018

- 21-23 New Teacher Workshops
- 28-30 Staff Development Days

### September 2018

- 3 Labor Day
- 4 First Day of School

### October 2018

- 17 No School for Students-Staff Development
- 18-19 No School for Students & Staff

### November 2018

- 21 No School for Students-Staff Development
- 22-23 Thanksgiving Break
- No School for Students & Staff
- 30 Last Day of Trimester 1

### December 2018

- 3 No School for Students
- Staff Development/Grading
- 24-31 Winter Break
- No School for Students & Staff

### January 2019

- 1 Winter Break
- No School for Students & Staff
- 21 Martin Luther King Jr. Day
- No School for Students-Staff Development

### February 2019

- 18 President's Day
- No School for Students & Staff

### March 2019

- 6 Last Day of Trimester 2
- 7-8 No School for Students
- Staff Development/Grading

### April 2019

- 19-22 Spring Break
- No School for Students & Staff

### May 2019

- 27 Memorial Day
- No School for Students & Staff
- 30 Last Day of School
- 31 High School Graduation
- 31 No School for Students
- Staff Development/Grading

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

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

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

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

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

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

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Key**

- Holiday / School Closed
- No School for Students - Staff Development Day
- △ Last Day of Trimester
- First and Last Day of School

## Student Enrollment Information and Process

### Enrollment Process:

Students who are currently attending Princeton Public Schools should meet with their school counselor regarding options available through the Department of Student Services. Students who are not residents of Princeton Public Schools should complete the enrollment packet found on the district website and submit it to the Department of Student Services. Specific questions about forms found within the enrollment packet can be answered by calling 763-389-6719.

Acceptance is contingent upon the receipt of the completed enrollment packet from the family and all required documents. The enrollment packet includes:

- Princeton Public Schools Student Enrollment Form
- Handbook Review Form
- Technology & Device Agreement Online form
- School Bus Registration Form
- Application for Educational Benefits
- Pupil Immunization Form
- MDE Statewide Enrollment Options Form (*for students not living in Princeton*)
- Release of Information (*for students attending Educational Options at Accurate Home Care*)

*Additional enrollment procedures can be found within the supplemental section for each Student Services program.*

Upon acceptance of your enrollment and receipt of your enrollment packet, the following steps will occur:

- Your enrollment packet is reviewed by school staff and your academic records are requested from your previous school or district.
- You will meet with a representative of the Department of Student Services staff to design your program and build your schedule.
- Your services will begin within 3-5 business days to ensure food service, transportation, and electronic learning devices (as required) are coordinated for students, and cumulative and immunization records are received and in compliance with district procedures.

Note: As a result of the U.S. Supreme Court Ruling, school personnel may not deny admission to a student during initial enrollment or any other time on basis of undocumented status; or require parents or students to disclose their immigration status or social security numbers, which may expose undocumented status (458 U.S. 1131{1982}).

# Academics

## Instructional Services

Princeton Student Services provides supported learning opportunities including the Princeton Online Academy, Princeton Area Learning Center, and Princeton Education Options available through Accurate Home Care. Special education services are also available at each building within the Princeton district and through the Onward Program.

Princeton Student Services provides instruction from licensed teachers supporting the needs of our students during the traditional school day, through extended day, summer options, online, and by appointment. A school counselor is available to assist with appropriate class selection and provide academic counseling to assist students with post-secondary placement and career exploration. Special Education services are available for students who have an Individualized Education Program (IEP).

## Transfer Credits

Official transcripts are required in order to properly transfer credits into your program. Credit acceptance depends on the course content, number of credits, and the current school district and state graduation requirements.

## Graduation Requirements

Upon completion of the enrollment process and at the end of each school year, students will receive a record of credits earned. Students/Parents may also request this record by contacting school counseling staff. This record includes the courses the student has completed and credits earned toward graduation. It is possible that the credit totals may be different than the previous schools attended, as Princeton Student Services courses are based on 1 credit per class/trimester, with a total of 57-68 credits needed for graduation, depending upon graduation year. Students do not lose credits when transferring schools, although credit conversions and graduation requirements do differ between school districts.

To receive a diploma from Princeton Public Schools, each student is required to receive the following credits per category for a total of 57-68 credits (depending on graduation year) in addition to meeting Minnesota state graduation requirements:

	Class of <u>2019</u>	Class of <u>2020</u>	Class of 2021 <u>&amp; beyond</u>
English/Language Arts	8	8	9
Mathematics	6	6	9
Social Studies	7	7	7
Science	6	6	7
Health & Physical Education	3	3	3
Family & Consumer Sciences	1	1	1
Arts	2	2	2
Electives	24	27	30
Total Credits:	57	60	68

## Early Graduation

The early graduate must understand that he or she:

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

## State Testing

The Minnesota Comprehensive Assessments (MCA) and the alternate assessment Minnesota Test of Academic Skills (MTAS) are state tests which help districts measure student progress toward achieving the Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment called the MTAS if determined appropriate by the IEP team.

The required MCA tests are:

Grade 3: Reading, Mathematics

Grade 4: Reading and Mathematics

Grade 5: Reading, Mathematics and Science

Grade 6: Reading and Mathematics

Grade 7: Reading and Mathematics

Grade 8: Reading, Mathematics and Science

Grade 10: Reading and Science

Grade 11: Mathematics

Career & College Readiness:

Grade 10: Pre-ACT

Grade 11: ACT with Writing

Testing for students attending the Online Academy will occur at the Student Services building for students living in the Princeton area. For students outside the area, mobile testing centers are arranged within a one hour drive for students to take the test(s). Staff will work with families to coordinate these testing dates.

Students enrolled in the ALC or Educational Options will complete tests in their classroom on dates designated on the District testing calendar.

Refusal or opting out of testing: read the MDE Parent/Guardian Refusal for Student Participation in Statewide Assessments by clicking [here](#) or in the Forms section of this handbook.

## Personal Learning Plan

As part of the registration process for high school students, counseling staff will review the student's transcript and work with student/parents to set future college and career goals. Every student will develop a Personal Learning Plan (PLP) designed to meet their unique individual needs. Program staff will review the plans

periodically with each student to make sure it is relevant to their changing needs as they progress through their program. Parents will review the PLP with school staff during a conference or upon request.

## Course Extensions

Course extension requests must be completed and received by the school 7 calendar days prior to the end of an academic term. Grades will be reported as Incomplete during the extension period. Course extensions will not exceed two (2) weeks.

## Incompletes

A mark of incomplete may be given to students who need additional time to complete coursework. An incomplete grade means that the student has not completed the work for that grading period. A deadline for submitting the required work will be established by the teacher, not to exceed two (2) weeks. If the incomplete work is not completed within two (2) weeks of the duration of the course, the incomplete final grade for the trimester course will reflect the grade earned after missing assignments are recorded as no credit. The two-week deadline may be extended in mitigating circumstances.

## Schedule Adjustments

All full time students are required to carry a minimum of five credits and are encouraged to carry six credits while they are registered in a Student Services program. Students should make an appointment with their guidance counselor to change their schedule.

No classes may be added after the first five days of each trimester, unless full time enrollment is approved after the start of the trimester. Students carrying six credits a trimester may drop one class without penalty through the first six weeks of each trimester. After this time, classes dropped will earn a grade of "F" and will affect the student's GPA.

Students under the age of 18 wishing to drop a course must have a parent or legal guardian submit a written request to the school counselor within five weeks of enrollment in the course. A course drop is not official until it has been expressly approved by the school counselor. This written request must include the following:

Student Name

Parent Name (if the student is 18 or under)

Reason for request

The course(s) the student wishes to drop

Once the school counselor has approved the drop of a course(s), parents and students will receive written confirmation that the drop is official. Students must continue to work in all courses until the drop has been confirmed. Students wishing to withdraw from ALL of their classes must following the procedures set forth in the withdrawal procedures.

## Repeating Courses

If a student does not pass a class with a 60% or higher overall grade, the student will have the option of repeating the course. Students who fail a course are responsible for working with their school counselor to be re-enrolled in the course. Students and families are responsible for ensuring that all graduation requirements have been met through successful course completion. If a student does not meet the expected requirements of an elective course, students can choose to repeat the same elective or choose a different course.

## Credit Recovery

High School students who are behind in credits needed for graduation can request participation in the extended day and/or summer credit recovery program. Registration for credit recovery is completed with the support of the guidance counselor.

## **Concern Conference**

Students demonstrating concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Post-Secondary Enrollment Option (PSEO)**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

## **How to Enroll in PSEO**

Interested and eligible 11th- and 12th-grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. Access the Participating Postsecondary Institutions document on the MDE website for a list of schools and their contact information. Interested and eligible public 10th-grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.

To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. Students should seek guidance from their high school counselor to determine if PSEO is the right fit for them and their academic plan. Interested students must complete the Postsecondary Enrollment Options Program Registration Form.

## **PSEO State-Approved Early/Middle College Programs**

PSEO State- Approved Early/Middle College Programs allow eligible students to earn a high school diploma while also earning postsecondary credits or conferring a degree or credential including a certificate, diploma or an associate's degree. Students are considered eligible if they are enrolled in a core school day State-Approved Alternative Program (SAAP) under the graduation incentives program as defined by MDE. Access a list of currently approved PSEO State-Approved Early/Middle College Programs in Minnesota on the MDE website.

## **PSEO for 10th Graders to take Career and Technical Education (CTE) courses**

Legislation allows eligible 10th-grade students to enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a "C" or higher grade in this first course, she/he is eligible to take additional CTE courses while in 10th grade. In order to be eligible, a 10th-grade student must have met the proficiency level of "meets or exceeds" on the 8th-grade MCA reading test. If the student did not take the MCA, another reading assessment accepted by the enrolling postsecondary institution can be substituted.

## Commencement

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

Students attending the ALC who are not residents of Princeton will be invited to participate in the graduation ceremony if they have requested a diploma from Princeton Public Schools.

Students attending Educational Options who are not residents of Princeton will need to work with their resident district to access details related to the commencement requirements of their home district.

Students attending the Online Academy as a full time student will be invited to participate in the graduation ceremony. Supplemental students who are not also enrolled in Princeton High School will be required to work with their resident district or home school program to access details related to their commencement activities.

Students enrolled in the Onward program typically participate in the commencement ceremony at the conclusion of their senior year. A diploma is issued when the student exits the Onward program.

Students enrolled at Princeton High School with supplemental online courses are eligible for consideration as part of Princeton High School class rank.

## Special Education Services for Students

Students with disabilities identified as eligible for special education services will be provided specialized instruction and services appropriate to their needs and the program in which they are enrolled through the implementation of an Individualized Education Program (IEP). Special Education teams work actively together to ensure that students participating in special education receive a free appropriate public education in their least restrictive environment.

The IEP team for an individual student will include:

- 1) the parent (and/or student if over 18)
- 2) a general education representative
- 3) appropriate special education staff and support personnel
- 4) a school administrator or designee

The IEP team may also include professionals from the community who provide services to the student (e.g. therapists, physicians, county case managers) and/or other school staff.

If you suspect that your child has a disability, please contact Erin Dohrmann, Director of Student Services, to request assistance. Students may be referred to the Student Support Team for an evaluation by parents, teachers, special education staff, outside agency personnel already serving the student, or by the student (adult).

## Special Education Records

When a student reaches graduation or age 21, a request to have special education records destroyed can be made. This request can be made by the student (age 18 or older) or by a person assigned as guardian to the student.

To request that special education records be destroyed, please write to:

Erin Dohrmann  
Director of Student Services  
1506 1st St.  
Princeton, MN 55371

Access to student records will be subject to provisions set forth in Policy #515-Protection and Privacy of Student Records. To request access, please write to:

Erin Dohrmann  
Director of Student Services  
1506 1st St.  
Princeton, MN 55371

## Grading

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### Progress Report

Students and parents may check student progress by logging into Skyward. Additionally, students using Odysseyware may log into Odysseyware for course progress.

### Grade Calculation Guideline

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

A - excellent

B - very good

C - satisfactory

D - lowest passing mark

F - failure

I - incomplete

P/F - pass/fail

W - withdrawal from course without penalty

# Attendance

---

The department of Student Services staff believe regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this procedure is to encourage regular school attendance as defined by the educational program the student is enrolled.

Being considered “in attendance” in any of the educational programs offered through the Department of Students services will be defined by the schedule and course delivery options within each program. Specific information about documenting attendance for each program can be found in the supplemental sections of this handbook.

The district policy related to student attendance can be found in the District Policy section of this handbook. Specific definitions related to student attendance are included in this policy.

## Legal Statutes Related to Student Attendance

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MN 120A.22 Subd. 5) provides that every child between seven and seventeen years of age must receive instruction unless the child has graduated.

## District Procedures Regarding Truancy

### 3 unexcused absences

After 3 unexcused absences, a letter will be sent to the parent/guardian to inform them of continuing truancy. Depending on the policies and procedures of a student's county of residence, the student will be referred to the county for early intervention when appropriate for the specific county.

### 7 unexcused absences

After 7 unexcused absences, a second letter noting habitual truancy will be sent to parent/guardian and a Truancy Petition will be sent to the county attorney. A concern conference will be scheduled. The school cooperates with the county from this point forward and a school official attends court upon request of the county attorney.

### 5 occurrences of tardiness per trimester:

The School Administrator will schedule a concern conference with the parents/guardians to discuss the importance of timeliness.

### 15 excused or unexcused:

Due to the excessive number absences in one year, any further absences will require a doctor's note presented within 2 days of the return to school.

### 15 Consecutive Unexcused:

Enrollment in Minnesota schools requires attendance. By law, students who accrue 15 consecutive unexcused absences are dropped from school enrollment. This policy applies to all students regardless of the age of the student.

### For students who are 18 years of age and older:

Truancy does not apply; however, attendance is still monitored in order to comply with the Minnesota Statute concerning enrollment in the school.

- When a student has accrued five days of consecutive unexcused absences, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in loss of enrollment. A concern conference will be scheduled.
- When a student has accrued seven cumulative days of unexcused absences, the student is considered a habitual truant.
- When a student has accrued ten days of consecutive unexcused absences, the school sends notification, via U.S. Mail, to the student and parents/guardians regarding the absences along with the warning that continued absence totally 15 consecutive schools days will result in their loss of enrollment. A concern conference will be scheduled.
- When a student has accrued 15 days of consecutive unexcused absences, the school drops the students from enrollment and sends notification, via U.S. Mail, to the student and parents/guardians of that fact.

## Leaving School

If a student becomes ill during the day, or if a student must leave school for any reason, he/she must receive permission from the Student Services office via their teacher. If a student leaves school for any reason without receiving permission from the office, the absence that results will be regarded as unexcused. Students under the age of 18 attending a seat-based program must be signed out by a parent or guardian before leaving the building.

## School Withdrawal Policy: Transferring

Students transferring to another academic institution should contact the enrolling school or district to complete the enrollment process.

- As a courtesy, parent(s) or adult student may contact the counselor to notify Princeton Student Services of the change.
- Only after the Department of Student Services office has received a Notification of Change in Student Enrollment form from the school district that the student will be attending, will the student be completely withdrawn from all courses.
- Students must continue to work in their courses until the withdrawal has been approved.

## Formal Withdrawal

Students age 17 and older planning to formally withdraw from school should contact the counselor to initiate the process.

1. Contact the school counselor
2. Meet to discuss educational options.
3. Complete formal withdrawal form with appropriate signatures and return the form to the school counselor.
4. Parent participation is required for students under the age of 18.
5. Parent participation is strongly encouraged for students 18 years and older.

# Participation in Activities at Princeton Middle & Princeton High School

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Students enrolled in Student Services programs have the option of enrolling in activities through Princeton Middle School and Princeton High School. Activities programs are considered an integral part of the total educational process. The purpose of the programs is to provide educational experiences which complement that process and help students attain the goals of Princeton Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society.

Princeton ALC and Online students who are in good standing are eligible to participate in activities with approval from Director of Student Services and administration of Princeton Middle School or Princeton High School. Students enrolled at Educational Options may also be eligible to participate in Princeton activities. An individual meeting is recommended to determine eligibility status.

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

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

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

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

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

Timeline for participants:

1. Online meeting and registration completed
2. Current physical (within the last 3 years) on file at the PHS Activities Office
3. Fee(s) paid prior to the first contest (coaches/advisors may choose to have fees paid earlier).

Please refer to the Princeton Middle School and Princeton High School Student Handbook for details regarding activities communication, attendance, equipment/uniforms/costumes, activities transportation, fees/costs, and other important information.

Registration information can be requested by contacting:

Debbie Jenson  
PHS Activities Office

Phone: 763-389-6002

Email: [debbie.jenson@isd477.org](mailto:debbie.jenson@isd477.org)

Web: <https://princetonhigh-ar.rschooltoday.com/>

# Student Services Procedures

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## Nondiscrimination Policy

Princeton Student Services shall not discriminate or deny entrance to any program, or activity on the basis of sex, race, color, handicapping condition, or national origin.

## District Provided Digital Learning Devices

Digital learning and instruction is the focus at Princeton Student Services to help all students develop the skills necessary to succeed in an ever-changing world. With a focus on student success, the digital learning plan at Princeton Student Services includes putting digital learning devices (Chromebooks & Ipads) into the hands of students. Digital learning devices allow students access to tools and resources required to succeed in a tech-savvy world.

Digital learning devices will be distributed to students only after a Tech & Device Use Agreement is reviewed and signed by the student and a parent/guardian.

## Technology Awareness

Staff and Students are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

- Princeton Student Services will provide instruction and guidance to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects and other exploration on parts of the curriculum.
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- Communication between staff, students, parents and guardians using digital tools intentionally supported by the district for professional communication to enhance or support student learning.

## Security Information

All the data you provide to us is protected to ensure both the privacy and security of your data. Princeton Public Schools uses state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or access your data. Remember to keep your account information private and secure.

## Fines

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

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

Use of lockers, school property, etc., is also without expense to the student if the student uses this equipment properly. Students will be charged for damage incurred to lockers and other damaged or lost school property, such

as Chromebooks, art equipment, books, science or art equipment, etc. Defective equipment should be brought to the attention of the teacher or office immediately.

## **Meal Information**

Princeton Student Services classrooms are part of a closed campus. Students completing seat-based courses are not allowed to leave campus at any time without permission from the office. Students leaving campus or failing to follow proper procedure for leaving for lunch are subject to the consequences of the attendance/discipline procedures. Students are not allowed to have lunch delivered to the school by restaurants or other food establishments.

### **Student Lunch Menus**

Students attending the ALC, Educational Options, and the Onward Program will have access to school lunch. A menu with lunch choices will be made available through the classroom teacher. Lunches will be ordered at least one week in advance. Lunches will be delivered to the educational site. Online students working in the Learning Lab may also access lunch if ordered by 9:00 am on the date needed.

Daily attendance for lunch ordering purposes will be taken during first period. The student and/or Parent/Guardian is responsible for contacting the school if:

1. Student will not be present during first period but is still requesting lunch, or
2. Student is scheduled to attend first period and will be absent, and therefore would like to cancel their lunch order.

The student services attendance office can be reached via phone at 763-389-6719 or by text at 763-220-2221.

### **Breakfast Program**

School breakfast is offered every school day from 7:45-8:05. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast. Breakfast is available for students attending the ALC and Educational Options. Breakfast will be delivered to the educational site.

## **Food Service Procedure**

### **Lunch Account Payments**

Lunch account refers to an account that is used for breakfast, lunch, milk and Snack Shop. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. You can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and amount written on the check, or on the sealed envelope for cash deposits. Money may be sent by the week, month or more. Lunch payments are collected every morning in the cafeteria from 7:45-8:05 AM.

### **Lunch Account Balances**

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

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

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

### **Free or Reduced Lunches**

Free or reduced lunch/breakfasts are available for students of families meeting the criteria. New Forms must be filled out each year. Forms are mailed home and handed out on Orientation night or when a new student registers. Parents are encouraged to complete and submit the forms to see if you qualify. If your financial situation changes

during the school year, forms can be picked up and filled out at any time. They are available at all schools and the District Office. Please turn all forms into the building administrative staff. Qualifying for free/reduced does negate any current negative balances. Students are still accountable for those charges and will expect to be paid in full as soon as possible.

Kindergarten, First and Second Grade Snack Time Milk

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

Prices (subject to change):

Lunch (Primary)	\$2.45	Snack Milk	\$0.40
Lunch (Secondary)	\$2.55	Reduced Lunch	\$0.00
Breakfast (All Schools)	\$1.50	Reduced Breakfast	\$0.00
Extra Lunch Milk - Everyone	\$0.40	Adult Lunch	\$4.00
Second Entree (Secondary Only)	\$1.90	Second Lunch (Secondary Only)	\$3.10

**Student Lunch Menus**

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

**Student Cold Lunches**

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

**Breakfast Program**

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

**Contacting a Student During the School Day**

If you need to leave a message for a student during the school day please call 763-389-6719. Messages will be relayed to the student via their classroom teacher. Urgent messages will be given priority, although the school cannot guarantee that messages will reach the student by any particular time.

**Visitors**

Any person other than Princeton Student Services students, staff or school board personnel are regarded as visitors and must report to the Student Services office for clearance before going anywhere in the building. Student Services accepts only those visitors who have legitimate business at the school. Former students are expected to wait until students are dismissed to visit with staff members in order to reduce disruption and ensure the safety and security of the students attending school. Visitors wishing to see students are asked to do so off school property.

Accurate Home Care is a private facility. Clearance to see a student attending Accurate Home Care must be made by contacting the supervisor on site.

**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.

Students attending Educational Options will practice fire drills under the direction of the Accurate Home Care Staff.

## **Tornado Warning and Drills**

To ensure that students and staff are prepared for possible tornado events, Princeton Student Services 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 and 2-way radio.
2. Teacher and students should remain calm and take the prescribed route to their assigned shelter area. Walk in an orderly manner. Students and teachers are to sit on the floor in tuck position.
3. Teachers will account for students who were in their classroom at the time the alarm sounded by taking roll. Maintain order and discipline in the shelter areas.
4. The “all clear” will be announced over the Public Address system.

Students attending Educational Options will practice tornado drills under the direction of the Accurate Home Care Staff.

## **Lock Down Drills**

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

Students attending Educational Options will practice lockdown drills under the direction of the Accurate Home Care Staff.

## **Student Parking**

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

1. All students attending the ALC are required to park in the Student Services lot.
2. The speed limit at all times in the high school parking lots should not exceed 10 m.p.h. Any student exceeding the limit, driving in a reckless manner, refusing to yield to pedestrians and/or buses may have their access revoked for a specified time.
3. Students who use their vehicle to endanger the safety of others will lose their parking privileges and face other possible school and legal system consequences.
4. Vehicles may be towed, at owner’s expense, for failure to pay fine(s) or repeated violations.

School officials may conduct patrols of parking lot and routinely inspect the exteriors of the motor vehicles of students. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student’s control or its compartments upon the request of a school official. (For more information, see Policy 527 at [www.princeton@isd477.org](http://www.princeton@isd477.org) or in the policy section of this handbook.)

## Health Services

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

District School Nurse 763-389-6195

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

## Use of Health Services

A student attending the ALC or Onward Program may utilize Health Services for a medical concern, injury, or for information/referral for a specific health care. Students requesting permission to speak with the District Nurse are required to receive a pass from their teacher and report to the office for support. The school nurse will then be contacted for on-site assistance.

Students attending Educational Options will be provided support by the Accurate Home Care staff. Parents should communicate directly with Accurate Home Care regarding medication management or health concerns.

## Health Services Update Form

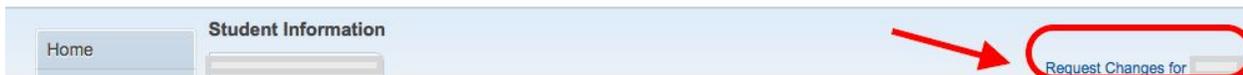
We ask that you update your student information, family information, emergency information, emergency contacts, and health information via Skyward Family Access. It is extremely important to update all medical information, phone and address changes, and alternate emergency contact persons as they occur during the school year. If a current emergency form is not on file in the office and we are unable to reach a parent or guardian, the school will make a determination about care/treatment for the child in an emergency.

## Updating Student Health Information in Family Access

- Login and Click on the “Student Info” Tab on the left side of the screen



- By clicking on the “Request Changes For \*\*\*” section on the top right of the screen, adjustments can be made to all areas of student information.



\*Please review and update the area below\*

- ◆ “Student Information”- Check accuracy of information
- ◆ “Family Information”- It is important that the school has various ways to reach you in the event of an illness, please provide as many phone numbers as possible.
- ◆ “Emergency Information” - Medical Preferences
- ◆ “Emergency Contacts”- In the event you cannot be reached, please provide a list of others, including contact info we may reach out to if necessary.
- ◆ “Health Information”-Please take the time to fill out the medical information so we may better care for your child. Click on the “Health Info” Tab on the left side of the screen

## Medications

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

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

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

Medication administration for students enrolled in Educational Options will be managed by staff employed by Accurate Home Care.

## Child with a Health Concern

If your child attends the ALC or Onward Program, please make your child’s health concerns known to the District School Nurse. Provide the office with current Health Care Provider’s orders along with prescribed medication. Please communicate any changes that occur during the school year.

The District Nurse will assist in the development of an Individual Health Plan for your child at school each school year, and any time that changes occur within your child’s health order. You will be asked to provide permission for the school district nurse to communicate with your child’s healthcare provider by signing a Data Release Form,

Individual Health Plan, and/or Action Plan for your child. These forms can be found on the Health Services page at [isd477.org](http://isd477.org).

Health information about your child will be shared with school and transportation staff on a “need to know” basis only. If your child rides the bus or other school transportation, it is the parent/guardian responsibility to share any health concerns, information, and emergency medication with transportation staff to ensure the safety of your child while being transported.

Any health concerns for students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

## **Allergy Aware School**

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

**Peanuts/Nuts** - be aware that many people have allergies to foods (especially to peanuts and other nuts).

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

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

Any concerns related to allergies of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

## **Immunizations**

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

## **Screenings**

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

## **Bus Expectations**

Transportation to and from school is a privilege, not a right. Students are expected to follow the rules set out by the transportation company. Consequences for not following the rules range from a warning to having transportation privileges taken away. Students are required to attend school if there is a bus suspension or loss of service.

# Student Responsibilities

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## Academic Honesty

Students accessing educational programs through the Department of Student Services are expected to know the definition of plagiarism and academic dishonesty. Students are expected to achieve success with integrity. Academic dishonesty is a serious violation of academic standards and is not acceptable.

### Definition of Plagiarism:

- Plagiarism is to commit academic theft and to steal another's ideas or words and pass them off as one's own ideas or words.
- When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source.
- Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit.
- Some Internet users believe that anything available online is public domain. This is not true. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- One website that is very helpful to use for help is [www.owlatpurdue.com](http://www.owlatpurdue.com)

This website has everything you need for both MLA and APA formats.

### Academic dishonesty includes:

- Cheating on assignments or exams
- Assisting another student in cheating on assignments or exams
- Plagiarism (See above definition)
- Submitting the same (or substantially the same) written work as another student
- Submitting the same (or substantially the same) written work in more than one course without prior consent of all instructors concerned
- Vandalizing another student's work, and using without attribution, a computer concept or program.

Any staff member may make written reports of academic dishonesty. A proven example of academic dishonesty will result in one of the following resolutions:

First Offense: No credit given for the assignment/test/activity/project on which the academic dishonesty occurred. Parent/Guardian will also be notified.

Second Offense: No credit given for the assignment/test/activity/project on which academic dishonesty occurred. Students overall course grade will be lowered by one grade level. Parent/Guardian will be notified.

Third Offense: Grade of "F" will be applied for the trimester in the class in which the incident of academic dishonesty occurred. Students may appeal such action to the Director of Student Services within three days of the notice of removal.

All written and proven reports of academic dishonesty shall become part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative (meaning they will be kept track of and tallied). Academic dishonesty reports will include all classes, all trimesters, and all years of enrollment. Parents will be informed of each incident by the teacher and appropriate actions will be determined by the Director of Student Services.

## Student Expectations

The Department of Student Services encourages students to choose behaviors that promote respect and responsibility for themselves, others, and private and public property. Students must conduct themselves in an

appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Each teacher has the authority to establish classroom rules, expectations and procedures that promote a safe, orderly and respectful classroom environment and that are consistent with building and district policies and Code of Conduct. Students are expected to comply with these rules and expectations. ISD 477 Policy 506, Student Discipline.

## **Responses to Student Conduct**

Students attending programs offered by the Department of Student Services are responsible for their own actions and behavior. Students are expected to demonstrate respect and responsibility and to follow school rules. Disruptive and destructive behaviors are not acceptable on site, online, or at Princeton School District events.

The administration of the Department of Student Services recognizes that it is impossible to list all behaviors that are unacceptable in a learning community such as ours. By necessity, the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are distracting, destructive, inappropriate or in conflict with our mission as an educational institution. Violations of the student code of conduct will result in a review of the offense and a conference to discuss the most appropriate resolution.

### **Harassment**

It is expected that students will act respectfully toward others, and treat the property of the school and others in a responsible manner. Students are expected to resolve individual differences in a non-violent manner, and refrain from verbal and physical confrontations. Bullying and harassment will not be tolerated, and may lead to suspension, expulsion or referral to an alternative setting. (See District Policy 413, Harassment and Violence)

### **Insubordination**

"Insubordination" is refusing to comply with a reasonable request or directive of a staff member. Resolutions may include a conference with the staff member and/or school administration, parent notification, a concern conference, suspension, or other actions allowing restitution for the behavior.

### **Expected Behaviors at School Sponsored Events**

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

### **Harmful or Nuisance Articles**

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

### **Personal Appearance**

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

In addition, any clothing with language or pictures conveying explicit or implied obscenities or sexual vulgarities, promoting the use of drugs, alcohol, tobacco/tobacco products, inciting violence, gang activity, or other illegal acts, or of a nature that is offensive to a group or class of people will not be allowed.

### **Off Campus/Off Limits**

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

### **Terroristic Threats**

Terroristic threats are defined 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 work and 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.

### **Bomb Threat**

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

### **Vandalism**

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

### **Reasonable Force**

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

# Supplemental Section: Area Learning Center

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## Program Overview

Students attending the Princeton Area Learning Center (ALC) are offered multiple program options. Students are able to earn credit through a seat-based schedule, independent study, work-based learning experiences, project-based learning including volunteer opportunities and personal development, or a hybrid of all options. Students may also enroll in course work through Princeton Online Academy.

Students from any Minnesota school district can attend the Princeton Area Learning Center once a referral is completed and submitted by your high school guidance counselor.

According to the State of Minnesota Department of Education, eligible students meet any of the following criteria:

- (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;
- (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;
- (3) is pregnant or is a parent;
- (4) has been assessed as chemically dependent;
- (5) has been excluded or expelled according to sections 121A.40 to 121A.56;
- (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69;
- (7) is a victim of physical or sexual abuse;
- (8) has experienced mental health problems;
- (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;
- (10) speaks English as a second language or has limited English proficiency;
- (11) has withdrawn from school or has been chronically truant; or
- (12) is being treated in a hospital in the seven-county metropolitan area for cancer or other life threatening illness or is the sibling of an eligible pupil who is being currently treated.

If a student is receiving special education services, the Individualized Education Program (IEP) team should meet to review the current IEP and determine if the educational program offered at the ALC is appropriate and what necessary changes would need to be made to ensure an appropriate educational program is provided in that setting.

## Individual Student Program Design

Once a student has been enrolled into the ALC, a transcript review will be completed. Students, their parents/guardians, and school staff will meet to create a Continual Learning Plan (CLP). The CLP will identify student strengths and needs. It will also establish goals for the student and how those goals will be monitored. A course of study will be created based on the goals established by the CLP. The team will determine the best program options for the student.

## **Program Options**

### **Seat Based Option**

A seat-based program is one in which students are scheduled to be at the ALC for a specified time period on a daily basis. All students under the age of 16 must be enrolled in a seat-based program. Seat based courses begin at 8:00 and conclude by 3:00. Students will be able to earn six or more credits each trimester.

### **Independent Study Option**

Independent study is an instructional delivery method whereby the majority of the coursework is completed on an individualized, independent basis that has consistent and ongoing teacher contact. Students meet with a teacher at least weekly, are assigned course work, and, upon successful completion of the course work, are granted credit and attendance. Students may work within the ALC classroom during the week or elect to work off campus. Flexibility with attendance is one advantage of this program option.

The Independent Study Proposal form must be completed and approved by the Director of Student Services prior to the student beginning the course. Independent Study courses are available for core content.

### **Work-Based Learning Option**

Work-based learning is a means by which students in grades 10 through 12 can earn credit in a work setting. It is a two-part program in that a related seminar must be taken concurrently until knowledge in all competency areas is demonstrated. Typically the credits earned are electives.

### **Project-Based Learning Option**

Project-Based Learning is an individualized, self-paced instructional method that allows students to design and propose a series of activities that, upon teacher approval and completion, results in credit. Teachers retain authority to modify the project proposal, assess completed work and award credit. This may include a variety of program options including volunteer activities and personal development activities. Depending on the activities being completed, students may elect to leave school to complete coursework. Students who complete coursework at school will be provided an area to work. All rules related to student incentives apply.

The Project-Based Learning Credit Request Form must be completed and approved by the Director of Student Services prior to the student beginning the course. Project-based learning courses are available for elective credit.

### **Online Coursework Through Princeton Online Academy**

Students have to opportunity to take courses, core or elective, through Princeton Online Academy (POA). Instructors from POA will oversee the course and be available either in person or virtually for support. Students can complete coursework at school or offsite. Students who complete coursework at school will be provided an area to work. All rules related to student incentives apply.

## **Attendance**

Students attending seat-based courses are expected to arrive to class on time and attend school daily. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook. Parents should contact the Student Services office at 763-389-6719 to report a student absence.

Students earning credit through an independent study or project based course will be required to complete specific course requirements in order to be awarded credit for attendance. In addition to completing required tasks, students must meet with his/her teacher a minimum of once each week for every course taken as an independent study. This time will be used to review completed tasks, give feedback on tasks completed, address questions about the course content, and discuss expectations for the next series of tasks to be assigned. It will be expected that students will meet with the teacher on campus unless arrangements have been made for the meeting to occur through other means.

Students earning credit through Work-Based Learning must demonstrate attendance at work a minimum of fifteen hours each week. This will be documented through providing a copy of a time card or pay stub.

Attendance will be generated based on the percentage of work completed each week given the educational option selected. If students have documented absences occurring within two consecutive weeks, a concern conference will be held to discuss the absences and determine the appropriate interventions needed to improve attendance.

Students who leave campus without permission will not be allowed to re-enter for the remainder of the day, or be allowed to access district-provided transportation services.

## Course Credits

The school year is divided into three trimesters. Each trimester will be divided into three terms of 17-22 days. Credit for required attendance and work completed will be generated each term (.33 credits). Term dates are defined below:

### Trimester 1

Sept 4-28 - Term 1

Oct 1-26 - Term 2

Oct 29-Nov 30 - Term 3

### Trimester 2

Dec 4-Jan 11 - Term 4

Jan 14-Feb 8 - Term 5

Feb 11-Mar 6 - Term 6

### Trimester 3

Mar 11-Apr 5 - Term 7

Apr 8-May 3 - Term 8

May 6-30 - Term 9

Additional instruction through credit recovery courses is also available to students during the summer months, and through courses offered before & after school during the school year.

Students attending the ALC may elect to earn a diploma from Princeton Public Schools or their resident district. Credit and graduation requirements will be based on the requirements of the district where the diploma will be awarded.

## Grading

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. At the end of each trimester, the accumulated grades from each term within the trimester will be compiled to award a trimester grade. If a student is dropped from enrollment or withdraws before the end of a term, a grade will not be awarded for that term.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## Concern Conference

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations of the ALC will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation. Other education options may also be discussed as needed and appropriate.

## Student Parking

Area Learning Center students are permitted to park in the Student Services parking lot.

## Illness

Students who become ill during the school day must report to the front office. The Administrative Assistant will consult with the District Nurse to determine whether or not the student is able to continue with the school day. It is not acceptable for students to leave school because of illness without reporting to the front office.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, the Administrative Assistant will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified. Students who are 18 or older will be allowed to sign themselves out of school when ill, without parental permission.

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

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

Before returning to school:

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

## Injuries

If an injury occurs at school, the Administrative Assistant will determine whether or not a student attending the ALC is able to continue with the school day, and call parent/guardian (first) and emergency contacts (second) as appropriate. If we are unable to reach parent/guardian or emergency contacts, or if a life threatening medical situation exists, 911 will be called and the student will be transported to Fairview Northland Regional Hospital by ambulance. Please update all changes in home, work, and cell phone numbers to ensure contact can be made as necessary.

## Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.

Students are prohibited from using cell phones during instructional time, unless given permission to do so by their teacher. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

Students will be required to turn in devices at the front office during instructional time. If a student refuses to comply, parents will be contacted for support.

Students are prohibited from using cell phones during class time but may use them at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Parents of a student who refuse to turn in his/her cell phone will be contacted and may be required to pick up the

phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

# Supplemental Section-Educational Options

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## Program Overview

Students are able to access academic instruction as part of the therapeutic program at Accurate Home Care through Educational Options. Accurate Home Care is a private therapeutic program. Students gain access to this program through private insurance, private pay, medical insurance, or a court order.

Students who are residents of Princeton Public Schools attending Accurate Home Care for therapeutic services may continue to receive their educational service in their current school building, attend the Area Learning Center if grade 9 or older, or seek enrollment at Educational Options through their school counselor.

Students from any Minnesota school district can attend Educational Options once consent is provided by their resident school district. Transportation to Accurate Home Care is provided by the resident district, private transportation, or the student's family.

If a student is receiving special education services, the Individualized Education Program (IEP) team will meet to review the current IEP and determine if the educational program offered at Educational Options is appropriate and what necessary changes would need to be made to ensure an appropriate program is provided in that setting.

## Individual Student Program Design

The Educational Options classrooms are part of the Accurate Home Care program. Accurate Home Care staff are present in the educational classrooms to support students as they continue to work on their therapeutic goals. Accurate staff are invited to participate in team meetings. Recommendations for discharge from Educational Options are made by the student's parents and Accurate staff. The Educational Options staff provide recommendations and current educational progress information as part of the discharge summary. A release of information will be signed by the parent or guardian to allow communication between the Educational Options staff and the Accurate Home Care staff.

Students receive three hours of educational instruction each day. Core instruction in English Language Arts, math, social studies, and science are offered. Course content is based on the MN Academic Standards. Social skills and organizational skills are also reinforced through daily instruction.

## Student Schedule

Drop off and Breakfast 7:45-8:00

8:00-11:00

K-6 Education

7-12 Therapy

Lunch: 11:00-11:30

11:30-2:30

K-6 Therapy

7-12 Education

Dismissal: 2:30

## **Attendance**

Attendance is reported daily for participation in educational services. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook. Students are not marked absent or tardy if they are working with Accurate staff. Parents should contact Accurate Home Care to report student absences.

## **Course Credits**

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. The number of hours of work completed in each course will also be reported. When students transition back to their resident district, parents and school staff will need to determine the credits earned based on the graduation requirements of the resident district.

High school students are encouraged to work with resident district staff to review their graduation plan and make any necessary revisions based on their time spent at Accurate Home Care. Students may elect to talk with their resident district about possible credit for time spent in therapy. Students may also want to consider enrolling in credit recovery programs available in their resident district.

## **Grading**

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## **Concern Conference**

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## **Illness / Injury**

Any concerns related to illness or injury of students attending Educational Options will be assessed and managed by the Accurate Home Care staff.

## **Electronic Devices**

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen.

Students attending Educational Options will be required to follow all guidelines related to electronic devices directed by Accurate Home Care.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the principal will incur consequences.

# Supplemental Section: Online Academy

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## Program Overview

Princeton Online Academy is an online program that offers students curriculum via the internet for students in grades 3-12. We provide a comprehensive selection of core courses and electives.

Each course is taught by a certified online teacher who interacts personally with students via a variety of online course tools. Interactions include a course website, discussion forums, email, online chat tools, links to other web-based resource or activities, by phone and in person support.

Online courses can be accessed at any time during the day or night. The courses also allow some flexibility with self-pacing, so you can complete requirement as quickly as you would like within assignment time periods. Additionally, teachers may direct you to participate in group work with other students during specific weeks of the trimester.

Students can access instruction through a full-time program or a supplemental program. Supplemental students may be enrolled in homeschool, private school, or public school. Students who are attending Princeton High School seeking a supplemental program should consult with their school counselor about enrollment. A supplemental student may enroll with an online learning provider for up to 50% of their courses each trimester.

Students from any Minnesota school district can attend Princeton Online Academy through a full-time or supplemental program. Students attending a public school outside of Princeton should work with their school counselor to access supplemental courses.

All classes are accessible online via Google Classroom and Odysseyware. After being enrolled, students will receive a welcome email containing their username and password which are required to access the online courses. During this communication, the student will receive student account login and credentials and the Princeton Student Services Handbook.

Students enrolled in a home-school program are able to enroll in Online Academy courses but must complete the coursework at a school site. A minimum of five hours per week, per course, must be done within a Princeton School District building.

## Individual Student Program Design

A course of study will be designed for each student based on their grade and enrollment status. Beginning in grade nine, a personal learning plan (PLP) will be developed for each student which considers future career goals as part of the plan development. Completion of PLP lessons and activities are required to earn a diploma from Princeton Public Schools.

If a student is receiving special education services, the Individualized Education Program (IEP) team will meet to review the current IEP and determine if the educational program offered through the Online Academy is appropriate. The IEP team will also determine the necessary changes needed within the IEP to ensure an appropriate program is provided.

Support from Online Academy staff is available in person or online during learning lab hours.

## Online Academy Students Enrolling at Another School

Full Time Online Academy students who wish to register for supplemental courses will be required to follow the scheduling calendar.

Trimester 1-Students should indicate interest in pursuing coursework at the high school on their pre-registration form. Official schedule changes must be completed by appointment with your guidance counselor in August or during the first two days of the trimester.

Trimester 2-High school course requests must be made within the last two weeks of trimester one. Course changes are completed by appointment with your guidance counselor.

Trimester 3-High school course requests must be made within the last two weeks of trimester two. Course changes are completed by appointment with your guidance counselor.

Students wishing to take supplemental courses at Princeton High School can only do so at during period one or six.

## **Attendance**

A school week for the Online Academy is seven days long (Monday-Sunday). Assigned work can be completed any hour of any day within the seven day period including weekends. However, the work must be turned in within the grading period in order to be counted in that grading period for attendance purposes. The grading period ends at 11:59 pm on Sunday.

Attendance in Online Academy is based on the activities/assignments completed each week. Course instructors will review the completed tasks each week and determine student attendance based on those submissions. Any unfinished tasks will be counted as an absence unless excused absences were reported to the Online Academy. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook.

Students are expected to complete the assignments each week in order to avoid unexcused absences. Students who wait until the end trimester to complete work may be reported to their county of residence as a habitual truant if absences were not reported as excused during the trimester.

## **Grading**

The grading period ends each week at 11:59 pm on Sunday. Any late assignments will earn zero credit. Students will be given the option of two attempts on assignments if their initial grade earns a score of less than 60%.

## **PHS Supplemental Student Course Progress**

Students at Princeton High School have the option of enrolling in Princeton Online Academy courses as part of their course schedule. Students enrolled in an online course will be assigned to a classroom at Princeton High School as part of the scheduling process.

Students & parents are encouraged to monitor progress through Odysseyware. School staff will contact students & parents when concerns arise.

Students from PHS wishing to register for supplemental online courses will be required to follow the scheduling calendar.

Trimester 1-Students should indicate interest in pursuing online coursework on their pre-registration form. Official schedule changes must be completed by appointment with your guidance counselor in August or during the first two days of the trimester.

Trimester 2-Online course requests must be made within the last two weeks of trimester one. Course changes are completed by appointment with your guidance counselor.

Trimester 3-Online course requests must be made within the last two weeks of trimester two. Course changes are completed by appointment with your guidance counselor.

To register into courses at the Online Academy, Princeton High School students must consult with their guidance counselor and request a schedule adjustment, in accordance with the HS Student Handbook. Student will not be able to begin coursework until a completed registration packet is signed by guidance counselor, and is received by Student Services and. Please allow 24-48 hours for course to be activated if added after the start of the trimester.

## Course Credits

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed, only if at least  $\frac{1}{3}$  of the course has been completed.

For supplemental students, final grades are submitted to the local school district counselor within 10 days of the end of the trimester.

## Concern Conference

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement. If concerns continue, the student may be referred to the Student Support Team for a possible special education evaluation.

## Technology Awareness

Along with global access comes availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Ultimately, staff and students are responsible for compliance with the established standards when using media and informational resources.

## Technical Requirements

The Online Academy provides a rich, interactive experience for students. Students need access to the Internet. Students and families will be able to access wireless Internet on a public network any time of day when they are inside or within close proximity of the indoor wireless network range of all Princeton Public School District buildings. Students will be provided a Google Apps for Education account for collaborating, creating and communicating. Google Apps for Education will provide students access to work processing, spreadsheet, presentation and other student-creation tools. Email, video and other online communication will focus on built-in communication tools within Google Apps for Education. Students choosing to participate in the online program will have access to a drop-in learning lab with internet ready computers. The learning lab will be staffed to assist students with course work. WIFI hotspots may also be requested for use at no cost to students.

Minimum software requirements for participation in the online program entail access to the internet and an Internet-capable device (tablet, laptop, desktop, etc.) with the most-updated version of a current web-browser (ex. Chrome, Firefox). A headset with microphone and webcam are encouraged, though not necessary.

Students enrolled in the Online Academy will be offered an electronic device during their participation in the online course. The device is provided and supported by the school district, though basic software updates and maintenance will be the responsibility of the user. Per 290.0674, State Education Credit, an individual is allowed a tax credit up to a certain percentage of the cost of a device that can be used for Princeton Online Academy as a qualified education-related expense. <https://www.revisor.mn.gov/statutes/?id=290.0674>

Before a device will be issued to the student, a Tech & Device Use Agreement form must be reviewed and signed by the student and parent. Parents/Guardians must designate on this form how a costs associated with damage, loss, or theft of the device will be managed.

## Device Use Agreement

### Expectations for use

Digital learning and instruction is the focus at Princeton Online Academy. To ensure student success and accessibility to coursework, Princeton Online Academy allows students access to digital learning devices (Chromebooks). Use of the school's Chromebooks are not required if student has access to personal devices.

### Ownership

The digital learning device, power supply, and supporting equipment are the property of Princeton Online Academy. Internet and online services provided at the on-site learning lab are filtered by the school network administration. Devices are not filtered at home or connections outside of ISD 477. Parents should be active participants in their children's internet access outside of school.

## **Timeline**

Students will have 24/7 access to digital learning devices while actively enrolled in Princeton Online Academy. Chromebooks will be distributed only after student/family signs the Tech & Device Use Agreement.

### Distribution timeline is as follows:

- Full time students can obtain Chromebooks at Open House or as part of the enrollment process if enrollment occurs after the first day of school.
- PHS Supplementary students can obtain Chromebooks at orientation. Orientation dates will be announced prior to the start of each trimester.
- Alternatively, Chromebooks can be picked up at the Student Services office.
- If a student lives outside the boundaries of the Princeton School District and is unable to attend Open House, Chromebooks can be shipped upon approval of Director of Student Services.

### Returning of Chromebooks:

- Chromebooks are due back to the Online Academy by last day of the trimester unless the student is continuing Online coursework in the following trimester.
- Chromebooks must also be returned immediately upon date of withdrawal from the Online Academy
  - Student/Parent will return the Chromebook to the Student Services Office.
  - If Chromebook was shipped to student, Student Services Secretary will mail/email shipping label with return instructions within 1 week of end of term/withdrawal.

## **Repair and Replacement**

Report problems with your device to your teacher immediately. Maintenance and repair will be done by district technicians or sent out for repair by a third party as necessary.

### **Damage/Loss of Chromebook:**

- Upon return, If damage is discovered (ie. cracked screen) the family will be invoiced according to fee schedule explained in Online Academy Device Use Agreement
- If Chromebook is not returned by required date:
  - Family will be sent a reminder letter that Chromebook needs to be returned.
  - If Chromebook is still not returned after 30 days, family will be sent an invoice for full replacement of Chromebook.

## **Invoicing & Collections**

If after 30 days Student Services has not received payment on invoiced loss/damage a 2nd invoice will be mailed. If an additional 30 day period passes without payment, a final invoice will be mailed. If no response or payment is received thereafter, Princeton Online Academy will transfer payment to Collections Agency.

## **Service/Repair & Protection**

Report problems with your device to your teacher immediately. Maintenance and repairs will be done by district technicians or sent out for repair by a third party as necessary.

In an effort to protect families from unknown expenses that may occur from accidental damage while a digital learning device is in the care of your child, the district offers device protection and we encourage all families to use it.

## **Fee Schedule**

If protection plan is declined, family agrees to pay the full amount for repairs or replacement due to damage, theft, and all other losses. Fee schedule is as follows:

- Screen Replacement: \$90.00
- Chromebook (full replacement): \$275.00
- Chargers / cords: At cost
- SmartSpot Device \$100.00

## Student Parking

Students accessing the Online Academy Learning lab are permitted to park in the lot at the Student Services Building.

## Netiquette

Netiquette is etiquette, or appropriate behavior and manners on the internet. When using the Internet, there are widely accepted rules and behaviors to follow. At times being online can feel “pretend” because you cannot see the person you are communicating with. It is important to make a positive impression, and to maintain that behavior as an online student. How you interact and behave online is seen by both instructors and students. Students must remember they are dealing with “real” people online and they should use the same manners they would use in a traditional school setting. It also important to note that once students log in to their school accounts, all communication via chat and email are recorded.

Below are some general netiquette guidelines to follow:

Remember the person on the other end of the computer. Students are responsible for good behavior while logged into the online learning platform, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Do not threaten or disrespect an instructor or administrator. These actions not only violate the policy, but may violate penal laws in the United States. (f.s. 847.001 Obscene Literature; Profanity).

Think before you send or submit. It is illegal to create harmful computer viruses. This violates the privacy of others. Never transmit or publish any information or content that you think will be harmful. This violates school policy and also violates penal laws in the United States. (f.s. 815 Computer-Related Crimes). Never publish any information, software, or content that violates the rights of others.

Be respectful. Never view files that were not intended for your use. Post discussion board threads that are a reflection of your understanding of the topic at hand in a respectful and intellectual manner. Write in complete sentences with proper grammar. Remember that writing in all CAPS reflects a yelling tone and is both disrespectful and inappropriate in online communication. Instead, use italics when you are making a particularly important point.

The internet is not private. While Princeton Online Academy works to ensure data privacy, email must not always be considered private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. The information that you put on the internet, whether in school or outside of school (e.g. social networking), exists forever.

Many websites and pages are copyrighted. Do not violate the terms and conditions of any web site you access. Always cite the works of others that you use in discussions, conversations, and the coursework you submit.

Do not give out personal information to non-Princeton Online Academy staff. For example, you should not share the follo following outside of school: Your full name, home phone number, home address, email address, etc.

# Supplemental Section-Onward

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## Program Overview

The Princeton Onward Program is an instructional option available to students who are receiving special education services, have completed their high school coursework, and will continue to access educational services focusing on work skills and independent living skills. In order to access the Onward Program, the student's Individualized Education Program (IEP) must determine this educational placement is necessary.

## Individual Student Program Design

An IEP will be designed for each student which considers future career and independent living goals and student needs. Activities and experiences offered to the student during the school day will be based on the IEP developed by the team. The IEP will be updated at least annually. The IEP team will also determine an expected date of graduation which will be unique to the needs of the student. If determined necessary by the team, students will be eligible to remain in the Onward program through the age of 21. If a student has a summer birthday falling on or after July 1, the student will be eligible for educational services for the next school year ceasing on the last day of school.

## Schedule

Students will begin their day at 8:00 and are dismissed at 2:40 each school day. Students will not follow a traditional bell schedule while attending the Onward program. A flexible schedule is designed to accommodate classroom instruction, community outings, and work experiences.

## Attendance

Attendance will be recorded for students participating in the Onward program. More information on the definitions of excused and unexcused absences and the District's responsibility to monitor those absences can be found in the District Policy section of this handbook. Truancy will not be reported for students ages 17 or over. Even though truancy will not be reported to the county of residence for students ages 17 or over, a concern conference will be called if absenteeism is impacting student achievement of goals and skills.

## Course Credits

The school year is divided into three trimesters. A grade is generated for students at the end of each trimester. If a student withdraws from a course during the trimester, a grade will be generated for the work completed.

## Grading

Students will be awarded grades based on their demonstration of achievement of the content assigned in each course. Grades will be awarded at the end of each trimester based on a traditional percentage scale.

Student achievement will also be measured using ongoing formative assessments. Rubrics will be used to assist students and parents with measuring overall knowledge of content standards being assessed within each course.

## Concern Conference

Students with concerns related to attendance or who are unable to meet academic or behavioral expectations will participate in a concern conference. Parents and guardians will also be expected to attend for students who are under 18 or where conservatorship or guardianship has been awarded to a parent or another party. At the concern conference, the team will review the student's current progress and identify interventions expected to lead to improvement.

## Illness

Students who become ill during the school day must report to the Health Office with support from Onward staff and the district nurse will determine whether or not the student is able to continue with the school day.

Students may not leave the building to receive medical care without permission and verification by parent/guardian and school personnel. If a student becomes ill during school and is unable to return to class, Onward staff will contact the parent/guardian to inform them of the illness and to request that the student be picked up from school (or be allowed to walk/drive home). If the parent cannot be reached, those persons designated by the parent/guardian as Emergency Contacts will be notified.

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

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

Before returning to school:

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

## Injuries

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

## Electronic Devices

Personal electronic devices and cell phones have become more common in the educational setting. These items may become easily lost or stolen. Students are encouraged to secure these items by locking them in a locker during the school day. Electronic devices that disrupt or distract from the learning environment will be confiscated.

Any audio or visual recording taken during the instructional day or on the bus and posted to a public and/or social media site without the express consent of the Director of Student Services will incur consequences.

Students are prohibited from using cell phones during class time but may use them at lunch. The only exception to this rule is that teachers may direct students in utilizing their electronic devices for legitimate classroom purposes. Parents of a student who refuse to turn in his/her cell phone will be contacted and may be required to pick up the phone at school. There is a significant risk that electronic devices will be lost or stolen at school. If a phone or music player is confiscated during the day and the item is stolen or lost, the student bears the burden of loss. Phones are available in the office for student use in an emergency. Parents can leave urgent messages for students with the secretary at 763-389-6719 and their child will be called to the office to retrieve the message.

# Forms

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Forms found in this section:

Directory Information Restriction Request

MDE Parent/Guardian Refusal for Student Participation in Statewide Assessments



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

### Why statewide testing?

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

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

### Why does participation matter?

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

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

### Academic Standards and Assessments

#### What are academic standards?

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

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

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

<p><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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## Why are these assessments effective?

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

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

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

## Are there limits on local testing?

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

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

## What if I choose not to have my student participate?

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

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

## When do students take the assessments?

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

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

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

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

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

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

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

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

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

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

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

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

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

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

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

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

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

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

To be completed by school or district staff only.	Student ID or MARSS Number _____
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Posted May 2018

# District Policies

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## Mandated Reporting by School Officials

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

## Equal Educational Opportunity Policy #102

(Refer to ISD 477 Policy 102 - Reviewed September 2017)

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of Race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

### Legal References:

- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
- 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

### Cross References:

- MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: December 17, 2002  
Reviewed: October 8, 2013  
Revised: October 20, 2015  
Revised: September 6, 2016  
Reviewed: September 19, 2017

## Criminal Background Check Policy #404

(ISD 477 Policy 404 - Reviewed October 2017)

### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well being of its students, employees and the public. To that end, the school district will seek a criminal history background check for applicants who receive an offer of

employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

## II. GENERAL STATEMENT OF POLICY

- A. The School District shall require that applications for School District positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide services to students of the School District, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the School District.
- B. The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.
- D. The School District, at its discretion, may charge a fee to the applicant.

## III. CONDITIONAL OFFER OF EMPLOYMENT

- A. An offer of employment to a final candidate shall be conditioned upon a determination by the School Board that a candidate's criminal history does not preclude the candidate from employment with the School District.
- B. Determination of satisfactory employment status will be determined by the administration and a recommendation will be made to the School Board.
- C. Final employment will be approved by the School Board.

## IV. ADMINISTRATION OF THE PROGRAM

- A. Criminal background checks will be administered by the Human Resource Department.
- B. Criminal background checks will be conducted by a vendor approved by the School District and/or the Federal Bureau of Investigation (FBI).
- C. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- D. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- E. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretions in requiring a background check. The school district may include this notice in its students handbook, a school policy guide, or other similar communication.
- F. Frequency-Every three years.

## V. LIMITATION OF THE POLICY

Adherence to this policy shall not limit the School Board's right to require and obtain additional information or to use other procedures in lieu of criminal background checks to obtain information relating to criminal activities of final candidates.

### Legal References:

- Minn. Stat 123B.03 (Background Checks)
- Minn. Stat 299C.60 to 299C.64 (Minnesota Child Protection Background Check)
- Minn. Stat 364 (Criminal Offenders Rehabilitation Act)

Adopted: October 21, 2014

Reviewed: October 3, 2017

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

(ISD 477 Policy 413 - Revised Sept 2016)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

- A. "Assault" is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death;
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individual's' race, color, creed, religion, national origin, sex, gender, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - a. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - i. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - ii. has a record of such an impairment; or
    - iii. is regarded as having such an impairment.
  - b. "Familial status" means the condition of one or more minors being domiciled with:
    - i. their parent or parents or the minor's legal guardian; or
    - ii. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  - c. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  - d. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

- e. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- f. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
- g. "Gender Identity" means that the personal conception of oneself as a male or female.
- h. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rental supplements.

E. Sexual Harassment; Definition

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - ii. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - iii. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- b. Sexual harassment may include, but is not limited to:
  - i. unwelcome verbal harassment or abuse;
  - ii. unwelcome pressure for sexual activity;
  - iii. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - iv. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - v. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - vi. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

- a. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- b. Sexual violence may include, but is not limited to:
  - i. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - ii. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - iii. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - iv. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may

constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal, the principal's designee, or the Building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a

determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

#### VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

#### VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

#### Legal References:

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

#### Cross References:

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
- MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004  
 Revised: November 24, 2009  
 Revised: November 8, 2011  
 Revised: April 15, 2014  
 Revised: October 20, 2015  
 Revised: September 6, 2016

## **Chemical Use and Abuse Policy #417**

(ISD 477 Policy 417 - Revised February 2018)

### **I. PURPOSE**

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.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

### **III. DEFINITIONS**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### **IV. STUDENTS**

- A. Instruction
  - a. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
  - b. Each school shall have age-appropriate, developmentally based activities that:
    - i. address the consequences of violence and the illegal use of drugs, as appropriate;
    - ii. promote a sense of individual responsibility;

- iii. teach students that most people do not illegally use drugs;
  - iv. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - v. teach students about the dangers of emerging drugs;
  - vi. engage students in the learning process; and
  - vii. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
- c. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
  - d. Each school shall disseminate drug and violence prevention information within the school and to the community.
  - e. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
  - f. Each school shall have drug and violence prevention activities that may include the following:
    - i. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
    - ii. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
    - iii. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
    - iv. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
    - v. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.
- B. Reports of Chemical Use and Abuse
- a. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
    - i. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
    - ii. 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.
    - iii. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
    - iv. 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.
    - v. 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.
  - b. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
    - i. 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.

- ii. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team 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.
  - c. 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 Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
  - d. 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.
- C. Teams
- a. Every school shall have a team. The team may be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
  - b. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
  - c. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.
- D. Data Practices
- a. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
  - b. Destruction of Records
    - i. If the team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
    - ii. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
    - iii. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.
- E. Consent
- F. Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.
- G. School and Community Advisory Team
- a. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
  - b. The advisory team shall:
    - i. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
    - ii. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

## V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

- a. The dangers and health risks of chemical abuse in the workplace/school.
  - b. The school district's drug-free workplace/drug-free school policy.
  - c. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
  - d. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References:

- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)
- 20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)
- 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference:

- MSBA/MASA Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Policy 506 (Student Discipline)
- MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking; Search)

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 Revised: May 11, 2004  
 Revised: June 25, 2013  
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 Revised: February 6, 2018

## Drug Free Workplace / Drug Free School Policy #418

(ISD 477 Policy 418 - Revised Sept 2016)

### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances medical cannabis and controlled substances without a physician's prescription.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis 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.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic Substances, controlled substances, or medical cannabis in any school location.
- C. 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.

### III. DEFINITIONS

- 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. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not

limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. "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.
- E. "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. 418 418 - 2 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance, except medical cannabis, and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

#### VI. ENFORCEMENT

- A. A. Students.
  - a. 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.
  - b. The student may be referred to a drug or alcohol assistance or Rehabilitation program and/or to law enforcement officials when appropriate.
- B. B. Employees.
  - a. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

- b. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board.
- c. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
- d. Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public.

D. 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.

Legal References:

- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
- Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
- Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
- Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
- 41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
- 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
- 21 U.S.C. § 812 (Schedules of Controlled Substances)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
- 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 516 (Student Medication)

Adopted: June 8, 2004  
 Revised: January 14, 2014  
 Revised: May 15, 2015  
 Revised: September 6, 2016

## **Tobacco-Free Environment Policy #419**

(ISD 477 Policy 419 - Reviewed April 2017)

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

### **II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes 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. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette 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 and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non-student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

### VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

#### Legal References:

- Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
- Minn. Stat. § 609.685 (Sale of Tobacco to Children)
- 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

#### Cross References:

- Princeton Public School Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- Princeton Public School Policy 506 (Student Discipline)
- MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: June 8, 2004  
Revised: August 26, 2008

## School Weapons Policy #501

(ISD 477 Policy 501 - Reviewed June 2018)

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

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. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

#### A. "Weapon"

- a. 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.
- b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

### IV. EXCEPTIONS

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

B. It shall not be a violation of this policy if a non student falls within one of the following categories:

- a. licensed peace officers, military personnel, or students or non students participating in military training, who are on duty performing official duties;
- b. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
- c. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
  - i. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

- ii. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- d. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
- e. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- f. a gun or knife show held on school property;
- g. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
- h. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, or non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

A. The school district does not allow the possession, use or distribution of weapons by students.

Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

- a. immediate out-of-school suspension;
- b. confiscation of the weapon;
- c. immediate notification of police;
- d. parent or guardian notification; and
- e. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. 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.

C. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

A. Employees

- a. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
- b. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- c. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non Students

- a. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future

entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

- b. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
- Minn. Stat. § 121A.05 (Referral to Police)
- Minn. Stat. § 609.66 (Dangerous Weapons)
- Minn. Stat. § 609.605 (Trespass)
- Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
- Minn. Stat. § 97B.045 (Transportation of Firearms)
- Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
- Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
- 18 U.S.C. § 921 (Definition of Firearm)
- In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: June 9, 1992  
Revised: December 20, 1994  
Revised: October 24, 1995  
Revised: November 28, 1995  
Revised: October 13, 1998  
Revised: August 10, 2004  
Revised: August 4, 2015  
Reviewed: March 21, 2017  
Reviewed: June 5, 2018

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

(ISD 477 Policy 502 - Reviewed March 2017)

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

#### **B. Desks.**

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

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

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

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

### III. DEFINITIONS

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

### IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### V. DIRECTIVES AND GUIDELINES

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

### VI. SEIZURE OF CONTRABAND

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

### VIII. VIOLATIONS

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

### Legal References:

- U.S. Const., amend. IV
- Minn. Const., art. I, §10

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

Cross References:

- MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace / Drug-Free School)
- MSBA/MASA Model Policy 501 (School Weapons)
- MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: December 17, 2002

Revised: August 4, 2015

Reviewed: March 21, 2017

## Student Attendance #503

(ISD 477 Policy 503 - Revised March 2017)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

- a. Student's Responsibility - It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
- b. Parent or Guardian's Responsibility - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
- c. Teacher's Responsibility - It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
- d. Administrator's Responsibility
  - i. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
  - ii. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### B. Attendance Procedures

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

- a. Excused Absences

- i. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
  - ii. The following reasons shall be sufficient to constitute excused absences:
    1. Illness.
    2. Serious illness in the student's immediate family.
    3. A death or funeral in the student's immediate family or of a close friend or relative.
    4. Medical, dental, or orthodontic treatment, or a counseling appointment.
    5. Court appearances occasioned by family or personal action.
    6. Religious instruction not to exceed three hours in any week.
    7. Physical emergency conditions such as fire, flood, storm, etc.
    8. Official school field trip or other school-sponsored outing.
    9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
    10. Family emergencies.
    11. Active duty in any military branch of the United States.
    12. A student's condition that requires ongoing treatment for a mental health diagnosis.
    13. Other reasons approved by building administrators.
  - iii. Consequences of Excused Absences
    1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
    2. Work missed because of absence must be made up within time frame stated in the student handbook. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- b. Unexcused Absences
- i. The following are examples of absences which will not be excused:
    1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
    2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
    3. Work at home.
    4. Work at a business, except under a school-sponsored work release program.
    5. Any other absence not included under the attendance procedures set out in this policy other than those approved by building administrator.
  - ii. Consequences of Unexcused Absences
    1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
    2. In cases of recurring unexcused absences, each building will follow the processes outlined in their handbook for communicating with the parents of the student about the absences. Administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minn. Stat. § 260C.007 Subd. 6, section 14.

### C. Tardiness

- a. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- b. Procedures for Reporting Tardiness
  - i. Students tardy at the start of school must report to the school office for an admission slip.
  - ii. Tardiness between periods will be handled by the teacher.
- c. Excused Tardiness
 

Valid excuses for tardiness are:

- i. Illness.
  - ii. Serious illness in the student's immediate family.
  - iii. A death or funeral in the student's immediate family or of a close friend or relative.
  - iv. Medical, dental, orthodontic, or mental health treatment.
  - v. Court appearances occasioned by family or personal action.
  - vi. Physical emergency conditions such as fire, flood, storm, etc.
  - vii. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- d. Unexcused Tardiness
- i. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - ii. Consequences of tardiness may include parent conference, detention, suspension or referral to county agency.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
- a. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school sponsored on-the-job training programs.
  - b. School-initiated absences will be accepted and participation permitted.
  - c. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
  - d. If a student is suspended from any class, he or she may not participate in any activity or program that day.
  - e. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. DISSEMINATION OF POLICY

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

### IV. REQUIRED REPORTING

#### A. Continuing Truant

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

- a. Three days if the child is in elementary school; or
- b. Three or more class periods on three days or more if the child is in Middle school or high school.

#### B. Reporting Responsibility

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

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

#### C. C. Habitual Truant

- a. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
- b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

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

Cross References:

- Princeton Public School Policy 506 (Student Discipline)

Adopted: March 22, 2005  
 Revised: December 20, 2011  
 Reviewed: January 20, 2015  
 Revised: March 21, 2017

## Student Discipline #506

(ISD 477 Policy 506 - Revised August 2016)

### I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property.

Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

### IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

### V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - a. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - b. The use of profanity or obscene language, or the possession of obscene materials;
  - c. Gambling, including, but not limited to, playing a game of chance for stakes;
  - d. Violation of the school district's Hazing Prohibition Policy;
  - e. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - f. Violation of the school district's Student Attendance Policy;
  - g. Opposition to authority using physical force or violence;
  - h. Using, possessing, or distributing tobacco or tobacco paraphernalia;
  - i. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  - j. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
  - k. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  - l. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  - m. Violation of the school district's Weapons Policy;
  - n. Violation of the school district's Violence Prevention Policy;
  - o. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  - p. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
  - q. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
  - r. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
  - s. Violation of any local, state or federal law as appropriate;
  - t. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

- u. Violation of the school district's Internet Acceptable Use and Safety Policy;
- v. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- w. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- x. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- y. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- z. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- aa. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- bb. Possession or distribution of slanderous, libelous or pornographic materials;
- cc. Violation of the school district' Bullying Prohibition Policy;
- dd. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- ee. Criminal activity;
- ff. Falsification of any records, documents, notes or signatures;
- gg. Tampering with, changing, or altering records or documents of the school District by any method including, but not limited to, computer access or other electronic means;
- hh. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- ii. Impertinent or disrespectful language toward teachers or other school district personnel;
- jj. Violation of the school district's Harassment and Violence Policy;
- kk. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- ll. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- mm. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- nn. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- oo. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- pp. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, gender identity, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- qq. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
- rr. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- ss. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of

discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school District personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:
  - a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  - b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
  - c. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
  - d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene

a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Procedures for Removal of a Student From a Class.
    - a. The Princeton School District shall follow the Minnesota Pupil Fair Dismissal Act in all cases requiring student removal from a class.
    - b. Teachers may refer a student for removal to the building principal who will determine the length of time the student shall remain out of the classroom.
    - c. Teachers and Principals shall use the Building Discipline Referral Form for reporting incidents requiring removal.
    - d. Building shall modify these procedures to adjust for age of students.
  - D. Responsibility for and Custody of a Student Removed From Class.
    - a. Student shall be sent to the office of the respective building.
    - b. Students shall walk to the office.
    - c. Students may be accompanied to the office at the discretion of the referring staff member. The office shall be responsible for providing an escort.
    - d. The principal or assistant principal of the building shall have control and responsibility for the student after removal from class.
  - E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
    - a. The student shall return to class after serving the assigned amount of time.
    - b. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
  - F. Procedures for Notification.
    - a. The student shall return to class after serving the assigned amount of time.
    - b. All aspects of the readmission plan spelled out in the disciplinary report must have been completed for return to class.
  - G. G. Disabled Students; Special Provisions.
    - a. In the case of Special Education Students the District shall follow the provisions of the State and Federal Laws in accord with the Individuals with Disabilities Education Act. (IDEA).
    - b. If circumstances warrant a Special Education Referral such referral shall be made by the classroom teacher, the building Student Assistance Team or the Parents.
  - H. H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
    - a. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
    - b. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
    - c. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.
  - I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
  - J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
  - K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
- IX. DISMISSAL
- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
  - B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
    - a. Willful violation of any reasonable school board regulation, including those found in this policy;
    - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
    - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

### C. C. Suspension Procedures

- a. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- b. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- c. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- d. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- e. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
- f. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
- g. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - i. strongly encourage a parent or guardian of the student to attend school with the student for one day;

- ii. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
    - iii. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
  - h. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
  - i. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
  - j. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
  - k. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
- D. Expulsion and Exclusion Procedures
- a. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
  - b. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
  - c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
  - d. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
  - e. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
  - f. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
  - g. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
  - h. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
  - i. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
  - j. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

- k. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- l. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- m. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- o. The student cannot be compelled to testify in the dismissal proceedings.
- p. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
- q. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
- r. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- s. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- t. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, gender identity, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- u. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### X. ADMISSION OR RE-ADMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate. In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

#### XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

### XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

### XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

### XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

### XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.27 (School and Community Advisory Team)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
- Minn. Stat. § 121A.582 (Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
- Minn. Stat. § 122A.42 (General Control of Schools)
- Minn. Stat. § 123A.05 (Area Learning Center Organization)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
- Minn. Stat. Ch.125A (Students With Disabilities)
- Minn. Stat. Ch. 260A (Truancy)

- Minn. Stat. Ch. 260C (Juvenile Court Act)
- 20 U.S.C. § 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Cross References:

- Princeton Public School Policy 413 (Harassment and Violence)
- Princeton Public School Policy 501 (School Weapons)
- Princeton Public School Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- Princeton Public School Policy 503 (Student Attendance)
- Princeton Public School Policy 514 (Bullying Prohibition Policy)
- Princeton Public School Policy 524 (Internet Acceptable Use and Safety Policy)
- Princeton Public School Policy 525 (Violence Prevention)
- Princeton Public School Policy 526 (Hazing Prohibition)
- Princeton Public School Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
- Princeton Public School Policy 610 (Field Trips)
- Princeton Public School Policy 709 (Student Transportation Safety Policy)

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## **Bullying Prohibition Policy #514**

(ISD 477 Policy 514 - Revised April 2017)

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such acts are act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - a. The developmental ages and maturity levels of the parties involved;
  - b. The levels of harm, surrounding circumstances, and nature of the behavior;
  - c. Past incidences or past or continuing patterns of behavior;
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - a. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.
  - c. A "threat" is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act

(MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

#### VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - a. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

- b. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - c. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - d. The incidence and nature of cyberbullying; and
  - e. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
  - D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
  - E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
    - a. Engage all students in creating a safe and supportive school environment;
    - b. Partner with parents and other community members to develop and implement prevention and intervention programs;
    - c. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
    - d. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
    - e. Teach students to advocate for themselves and others;
    - f. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
    - g. Foster student collaborations that, in turn, foster a safe and supportive school climate.
  - F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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## **Protection and Privacy of Pupil Records Policy #515**

(Refer to ISD 477 Policy 515 - Revised March 2017)

### **I. PURPOSE**

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.

### **II. GENERAL STATEMENT OF POLICY**

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### **III. DEFINITIONS**

#### **A. Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United

States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“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:

- a. a student’s social security number;
- b. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

- a. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
- b. What does not constitute an education record. The term, “education records,” does not include:
  - i. Records of instructional personnel which:
    1. are in the sole possession of the maker of the record; and
    2. are not accessible or revealed to any other individual except a substitute teacher; and
    3. are destroyed at the end of the school year.
  - ii. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    1. maintained separately from education records;
    2. maintained solely for law enforcement purposes; and
    3. disclosed only to law enforcement officials of the same jurisdiction.
  - iii. Records relating to an individual, including a student, who is employed by the school district which:
    1. are made and maintained in the normal course of business;
    2. relate exclusively to the individual in that individual’s capacity as an employee; and

3. are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- iv. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - 1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - 2. made, maintained, or used only in connection with the provision of treatment to the student; and
  - 3. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- v. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- a. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- b. Perform a supervisory or instructional task directly related to the student's education; or
- c. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
- d. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means Superintendent.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. STATEMENT OF RIGHTS

A. 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 names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
- 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 at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

#### VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

- a. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

- b. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
    - i. a specification of the records to be disclosed;
    - ii. the purpose or purposes of the disclosure;
    - iii. the party or class of parties to whom the disclosure may be made;
    - iv. the consequences of giving informed consent; and
    - v. if appropriate, a termination date for the consent.
  - c. When a disclosure is made under this subdivision:
    - i. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
    - ii. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
  - d. A signed and dated written consent may include a record and signature in electronic form that:
    - i. identifies and authenticates a particular person as the source of the electronic consent; and
    - ii. indicates such person's approval of the information contained in the electronic consent.
  - e. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
    - i. in plain language;
    - ii. Dated;
    - iii. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
    - iv. specific as to the nature of the information the subject is authorizing to be disclosed;
    - v. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
    - vi. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
    - vii. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:
      - 1. life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or
      - 2. medical assistance under Minn. Stat. Ch. 256B or MinnesotaCare under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
  - f. Eligible Student Consent - Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.
- B. Prior Consent for Disclosure Not Required
- The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:
- a. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
  - b. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
    - i. performs an institutional service or function for which the school district would otherwise use employees;
    - ii. is under the direct control of the school district with respect to the use and maintenance of education records; and
    - iii. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
  - c. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for

purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

- d. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- e. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - i. determine eligibility for the aid;
  - ii. determine the amount of the aid;
  - iii. determine conditions for the aid; or
  - iv. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- f. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - i. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - ii. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
- g. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this

- provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- h. To accrediting organizations in order to carry out their accrediting functions;
  - i. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
  - j. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
  - k. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
  - l. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
  - m. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
  - n. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
  - o. To the parent of a student who is not an eligible student or to the student himself or herself;
  - p. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
  - q. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
  - r. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
    - i. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance

- record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- ii. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information. The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
  - s. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
  - t. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member,

administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

- u. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
- v. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- a. Pursuant to a valid court order;
- b. Pursuant to a statute specifically authorizing access to the private data; or
- c. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

- a. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - i. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

- ii. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
    - iii. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
  - b. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
  - c. A parent or eligible student may not opt out of the directory information disclosures to:
    - i. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
    - ii. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
  - d. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.
- D. Procedure for Obtaining Nondisclosure of Directory Information
 

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

  - a. Name of the student and/or parent, as appropriate;
  - b. Home address;
  - c. School presently attended by student;
  - d. Parent's legal relationship to student, if applicable; and
  - e. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

### A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

### B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

- a. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - i. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

- ii. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- iii. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- iv. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- v. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11. Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- a. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- b. A complainant has access to a statement he or she provided to the school district.
- c. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
- d. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as nonpublic data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - i. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - ii. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - iii. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- e. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function

conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

#### X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, et seq.

#### XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  - a. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  - b. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority Superintendent in writing by [date] each year. The written request must include the following information:
  - a. Name of student and parent, as appropriate;
  - b. Home address;
  - c. Student's grade level;
  - d. School presently attended by student;
  - e. Parent's legal relationship to student, if applicable;
  - f. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  - g. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

#### XII. LIMITS ON RE-DISCLOSURE

- A. Re-disclosure - Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Re-disclosure Not Prohibited
  - a. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party

receiving the information may make further disclosures of the information on behalf of the school district provided:

- i. The disclosures meet the requirements of Section VI. of this policy; and
  - ii. The school district has complied with the record-keeping requirements of Section XIII of this policy.
- b. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a disclosure is made based upon a court order or lawfully issued subpoena.
- C. Classification of Disclosed Data - The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.
- D. Notification - The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly re-disclosed personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

#### A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

#### B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

#### C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

- a. A description of records maintained;
- b. Titles and addresses of person(s) responsible for the security of student records;
- c. Location of student records, by category, in the buildings;
- d. Means of securing student records; and
- e. Procedures for access and disclosure.

#### D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

#### E. Record Keeping

- a. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - i. the parties who have requested or received personally identifiable information from the education records of the student;
  - ii. the legitimate interests these parties had in requesting or obtaining the information; and
  - iii. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- b. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

- i. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - ii. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - iii. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- c. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- d. The record of requests of disclosures may be inspected by:
- i. the parent of the student or the eligible student;
  - ii. the school official or his or her assistants who are responsible for the custody of the records; and
  - iii. the parties authorized by law to audit the record-keeping procedures of the school district.
- e. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- i. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - ii. the parties to whom the school district disclosed the information.
- f. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

##### A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

##### B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

##### C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

- a. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- b. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- c. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

##### D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

- a. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - i. the cost of materials, including paper, used to provide the copies;
  - ii. the cost of the labor required to prepare the copies;
  - iii. any schedule of standard copying charges established by the school district in its normal course of operations;
  - iv. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - v. mailing costs.
- b. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
- c. The cost of providing copies shall be borne by the parent or eligible student.
- d. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- a. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- b. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- c. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

C. If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

- a. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- b. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
- c. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - i. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - ii. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

#### D. Conduct of Hearing

- a. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
- b. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
- c. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
- d. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

#### E. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

### XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

### XVII. COMPLAINTS FOR NON COMPLIANCE WITH FERPA

- A. Where to File Complaints - Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.
- B. Content of Complaint - A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

### XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

### XIX. ANNUAL NOTIFICATION OF RIGHTS

- A. Contents of Notice - The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
  - a. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

- b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
  - d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
  - e. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
  - f. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.
- B. Notification to Parents of Students Having a Primary Home Language Other Than English - The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled - The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

#### XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

#### XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

#### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)
- Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
- 18 U.S.C. § 2331 (Definitions)
- 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 6301 et seq. (No Child Left Behind)
- 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
- 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
- 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
- 42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
- *Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

#### Cross References:

- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 520 (Student Surveys)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

- MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)
  - Adopted: April 23, 1996
  - Revised: January 14, 1997
  - Revised: August 10, 2004
  - Revised: April 13, 2010
  - Revised: April 15, 2014
  - Reviewed: August 18, 2015
  - Revised: March 21, 2017

## **Student Medication Policy #516**

(Refer to ISD 477 Policy 516 - Revised Sept 2016)

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An “Administering Prescription Medications” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22. Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - a. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - b. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

- c. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
- d. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
- e. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - i. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - ii. the inhaler is properly labeled for that student; and
  - iii. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
- f. 6. Medications:
  - i. that are used off school grounds;
  - ii. that are used in connection with athletics or extracurricular activities; or
  - iii. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- g. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
- h. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - i. possess epinephrine auto-injectors; or
  - ii. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.
- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References:

- Minn. Stat. § 13.32 (Student Health Data)
- Minn. Stat. § 121A.21 (Hiring of Health Personnel)

- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
- Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
- Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
- Minn. Stat. § 152.22 (Medical Cannabis; Definition)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References:

- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: November 10, 1988

Revised: June 22, 1999

Revised: October 11, 2005

Revised: October 21, 2014

Reviewed: August 18, 2015

Revised: September 6, 2016

## Internet Acceptable Use and Safety Policy #524

(Refer to ISD 477 Policy 524 - Revised April 2017)

### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### II. GENERAL STATEMENT OF POLICY

- In making decisions regarding student and employee access to the school district computer system and the internet the school district considers its own stated educational mission, goals, and objectives.
- Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.
- The school district expects that employees and students will blend thoughtful use of the school district computer systems and the Internet throughout the curriculum.
- The school district monitors online activities and operates technology protection measures, including filters, that protect against access to unacceptable or harmful material through the school district network.
- All electronic communications that are sent or received on the school district network are considered property of the school district.
- It is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using technology and Internet resources. While school district staff will provide guidance and instruction to students in appropriate Internet use, the school district cannot guarantee that students will not independently access technology and Internet resources.

### III. ACCEPTABLE USES

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies.

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

### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or

cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### V. UNACCEPTABLE USES

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  - a. Information or materials that could cause damage or danger of disruption to the educational process;
- B. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization.
- C. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- D. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or file.
- F. Users will not use the school district system to violate copyright laws or usage licensing agreements.
  - a. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies.
- G. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Princeton Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

#### VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

#### VII. INTERNET USE AGREEMENT

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

#### VIII. IMPLEMENTATION; POLICY REVIEW

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

#### Legal References:

- 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
- 17 U.S.C. § 101 et seq. (Copyrights)
- 20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
- 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
- *United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
- *Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)
- *R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
- *Tatro v. Univ. of Minnesota*, 800 N. W. 2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
- *S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012) 524-11
- *Kowalski v. Berkeley Cnty Sch.*, 652 F.3d 656 (4th Cir. 2011) 2011)
- *Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)

- Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
- M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
- J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

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

Adopted: February 26, 2002  
 Adopted: February 22, 2005  
 Revised: December 8, 2009  
 Reviewed: March 22, 2011  
 Revised: March 13, 2012  
 Revised: September 2, 2014  
 Revised: September 1, 2015  
 Revised: April, 18 2017

## Hazing Prohibition Policy #526

(Refer to ISD 477 Policy 526 - Reviewed February 2017)

### I. PURPOSE

The purpose of this policy is to maintain 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.

### II. GENERAL STATEMENT OF POLICY

- No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- A person who engages in an act of hazing reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
  - Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
  - Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
  - Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or 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. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed

directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observed, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students- or others pending completion of an investigation alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies, and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engages in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

#### VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References:

- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act.
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References:

- Princeton Public School Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- Princeton Public School Policy 413 (Harassment and Violence)
- Princeton Public School Policy 506 (Student Discipline)
- Princeton Public School Policy 514 (Bullying Prohibition Policy)
- Princeton Public School Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: October 28, 1997  
Revised: August 24, 2004  
Revised: October 27, 2009  
Revised: December 21, 2010  
Revised: June 28, 2011  
Revised: September 1, 2015  
Reviewed: February 21, 2017

## **Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches Policy #527**

(Refer to ISD 477 Policy 527 - Reviewed February 2017)

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

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

### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

#### V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - a. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - b. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections - School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle - The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures - A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.
- D. Seizure of Contraband - If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy - A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

#### VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

#### VIII. VIOLATIONS

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

#### Legal References:

- U. S. Const., amend. IV
- Minn. Const., art. I, §10
- Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
- New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

#### Cross References:

- MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
- MSBA/MASA Model Policy 501 (School Weapons Policy)

- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: November 14, 2006

Revised: September 1, 2015

Reviewed: February 21, 2017

## **Immunizations Requirements Policy #530**

(Refer to ISD 477 Policy 530 - Revised March 2017)

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

### **II. GENERAL STATEMENT OF POLICY**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
  - a. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
  - b. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their homeschooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

#### V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
  - a. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  - b. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  - c. review student health records to determine whether the required information has been provided; and
  - d. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment. [See Attachments A, B, C. and D]
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

#### VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

#### VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

#### Legal References:

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
- Minn. Stat. § 121A.17 (School Board Responsibilities)
- Minn. Stat. § 144.29 (Health Records; Children of School Age)
- Minn. Stat. § 144.3351 (Immunization Data)
- Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
- Minn. Stat. § 144.442 (Testing in Schools)
- Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
- McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
- Op. Atty. Gen. 169-W (July 23, 1980)
- Op. Atty. Gen. 169-W (Jan. 17, 1968)

#### Cross References:

- Princeton Public School Policy 515 (Protection and Privacy of Pupil Records)

Adopted: November 14, 2006  
 Revised: September 13, 2011  
 Revised: September 1, 2015  
 Revised: March 21, 2017



July 17, 2018

### Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

The Director recommends the Board authorize Ben Barton to act as the Identified Official with Authority (IOwA) and Emily McKinnon to act as the IOwA to add and remove names only for the Princeton Public School District 0477-01.

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Eric Minks, School Board Chair

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Sue VanHooser, School Board Clerk

### Core Values



PRINCETON PUBLIC SCHOOLS ISD 477  
PRINCETON YOUTH HOCKEY ASSOCIATION  
TERMS OF AGREEMENT

Princeton Public Schools ISD 477 (“District”) hereby leases the arena and associated facility described below from the Princeton Youth Hockey Association (“PYHA”) in accordance with the terms set forth below.

1. **Subject Property.** The arena and associated facility is located at 511 Ice Arena Drive, Princeton, MN 55371.
  
2. **Term.** The term of this lease shall be for a period of 4 years commencing on July 1, 2018 and terminating May 31, 2022.
  
3. **Financial Contribution of the District.** Contributions of the District upon execution hereof shall be made in accordance with the following schedule:

a. June 1, 2018	\$36,050
b. December 1, 2018	\$36,050
c. June 1, 2019	\$37,132
d. December 1, 2019	\$37,132
e. June 1, 2020	\$38,246
f. December 1, 2020	\$38,246
g. June 1, 2021	\$39,393
h. December 1, 2021	\$39,393
  
4. **High School Hockey Tickets.** In addition to the contributions noted above, any and all revenue from the sale of tickets for High School hockey games, except for section playoff games, shall be the property of PYHA. Except for section playoff games, students with proper ID, will be allowed to attend games at no cost.
  
5. **Use of Facility by the District.** The use of the above described facility shall be made available to the District starting October 1st through the end of the Minnesota State High School League (MSHSL) Hockey Season. On days when the District has not previously scheduled use of the facility, PYHA shall have the right to schedule other events.
  - a. **District Intramural Program.** The District may utilize the facility for either intramural hockey or recreational skating during school hours. Subject to availability. Specific dates and times shall be scheduled with and approved by PYHA in advance.

- b. Physical Education Program. The District may utilize the facility for the purpose of physical education classes during school hours. Subject to availability. Specific dates and times shall be scheduled with and approved by PYHA in advance.
- c. The High School Hockey Program. The District may utilize the facility for the High School hockey program as defined by the Minnesota State High School League (MSHSL), under the present format.
  - i. The District shall, during game scheduling, provide PYHA with dates and time of games when a game contract is signed with another District/School.
  - ii. The District shall, by April 15th of each calendar year, provide a detailed game schedule of all games for the upcoming season. Every effort shall be made to schedule only one event (both JV and Varsity games) per night and no more than two events on weekdays per week. Saturday's will be used when more than two event are necessary per week.
  - iii. The District shall, by May 1st of each calendar year, provide a detailed practice schedule of all practices for the upcoming season.
  - iv. Any scheduling changes after May 1st need to be coordinated with and approved by PYHA.
  - v. Weekday Practice - Both rinks will be available starting at 3:15 p.m. Practice end times will be 5:05 p.m. on one rink and 5:20 p.m. on the opposite rink. End times will be adjusted accordingly on game nights. Practices prior to 3:15 p.m. are subject to availability and shall be scheduled with and approved by PYHA in advance.
  - vi. Weekend Practice - Subject to availability. Specific dates and times shall be scheduled with and approved by PYHA in advance.
  - vii. Weekday Game Start Time - All Varsity games shall be scheduled at 7:00 p.m. except when there are 2 games on the same day. Then one game will start at 7:00 p.m. and the other at 7:15 p.m.
  - viii. Weekday Game Prep Time - The facility will be cleared for game preparation no later than 4:45 p.m. (JV/Varsity) and 6:30 p.m. (Varsity only)
  - ix. Weekend Game Start Time - All Varsity games shall be scheduled at 2:00 p.m. or 7:00 p.m.
  - x. Weekend Game Prep Time - The facility will be cleared for game preparation no later than 11:45 a.m. and/or 4:45 p.m. (JV/Varsity). 1:30 p.m. and/or 6:30pm (Varsity only).
  - xi. Game Rescheduling Fees - In the event of inclement weather, or any other unforeseen circumstances. PYHA and the District shall work together to reschedule canceled events. Any and all fees will be discussed on a case by case basis. PYHA will do it's best to minimize the fees.

6. **Obligations of PYHA.** PYHA shall, during the term of this Agreement, provide the following:
  - a. The care and maintenance of the ice in said facility during each calendar year.
  - b. The necessary equipment for the care and maintenance of ice during the calendar year.
  - c. Custodial services for the entire building during the term of this Agreement, except JV/Varsity locker rooms.
  - d. Maintenance of the facility and equipment.
  - e. All Utilities during the term of this Agreement.
  - f. Provide two (2) adults for ticket sales and collection.
  - g. Provide one (1) adult scorekeeper and one (1) adult timekeeper; one of which will be the announcer.
  
7. **Obligations of District.** The District shall, during the term of this Agreement, provide the following:
  - a. The District shall, by April 15th of each calendar year, provide a detailed game schedule of all games for the upcoming season. Every effort shall be made to schedule only one event (both JV and Varsity games) per night and no more than two events on weekdays per week. Saturday's will be used when more than two event are necessary per week.
  - b. Certain events may require a police officer to attend for crowd control, this decision will be made by the District's Athletic Director at his/her discretion and cost.
  
8. **Concessions.** During the term of this Agreement, concessions will be operated by PYHA.
  
9. **Management of Facility.** The facility described herein shall be subject to the supervision of PYHA, day-to-day management, scheduling and control of the facility shall be vested in PYHA. Any decision which would go beyond the terms of this Agreement shall however be made by the respective Board of Directors and School Board of the parties hereto. Should a dispute or controversy arise, the parties shall appoint one (1) arbitrator who shall arbitrate the matter in accordance with the Minnesota Bureau of Mediation Services, and the decision of the majority thereof be final.
  
10. **Insurance.**
  - a. PYHA shall, during the term of this Agreement, carry liability insurance and casualty insurance with an approved insurance company in such amounts as will cover the replacement value of the facility and related equipment. Such insurance policies shall carry the District as named co-insureds. The insurance shall not be cancelled without the consent of the District.
  - b. The District shall, during the term of this Agreement, list PYHA as an additional insured under the general liability insurance beginning July 1st, 2018.
  - c. Upon failure to do so, either party shall be entitled during the term of this Agreement, to purchase such insurance for the benefit of the parties. Such insurance shall specifically include the coverage of the structures and the liquid refrigeration artificial ice plant, it being the intention of the parties hereto that payment obligations hereunder shall be contingent upon the continuing availability of artificial ice.

11. **Damage or Destruction of Facility.** In case the above described facility is damaged or destroyed by any cause against which insurance coverage is carried as set forth herein, the proceeds of such insurance shall be used to repair, restore, or rebuild the facility for use under the terms of this Agreement throughout the remainder of the term hereof. The parties may agree to relocate the structure if they mutually agree to do so in event of total destruction under terms of insurance.
  
12. **Assignment.** It is mutually agreed that all the terms and conditions of this Agreement shall extend, apply to and bind the successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound, but these provisions shall not authorize the assignment or subletting of this Agreement without the written consent of all of the parties hereto. This provision does not prohibit ice rentals to outside groups.

IN WITNESS WHEREOF, the undersigned have executed this consent on the dates indicated below.

PRINCETON YOUTH HOCKEY ASSOCIATION  
511 Ice Arena Drive  
Princeton, MN 55371

PRINCETON PUBLIC SCHOOLS ISD 477  
706 First Street  
Princeton, MN 55371

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				MDE Revised Version 7/17/2017										
477 <= Type in School District Number				District Revised 5/8/2018										
PRINCETON PUBLIC SCHOOL DISTRICT														
Calculations for Ten Year Projection				Pay 17	Payable 2017 LLC Certification	Current Estimate	Payable 2018 LLC Certification							
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027		
1 Type your district number in cell A2 (Minneapolis = 1.2)														
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50														
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4 Look-up data from following tabs														
5 Initial Formula Revenue														
6	Current year APU	55	3,411.60	3,430.63	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40		
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			3,430.63	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40	3,405.40		
7	District average building age (uncapped)	402	28.05	27.63	28.48	29.48	30.48	31.48	32.48	33.48	34.48	35.48		
8	Formula allowance		\$ 292.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00		
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		0.78943	0.81371	0.84229	0.87086	0.89943	0.92800	0.95657	0.98514	1.00000		
10	Initial revenue = (6) * (8) * (9)	404	798,373	790,806	1,052,989	1,089,962	1,126,934	1,163,907	1,200,880	1,237,853	1,274,826	1,294,052		
11 Added revenue for Eligible H&S Projects > \$100,000 / site														
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		785,454	725,970	723,555	715,680	707,700	710,115	712,215	-	-		
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	758		-	24,609	-	-	-	-	-	-	-		
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-		
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	757		-	-	-	-	-	-	-	-	-		
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-		
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	407		-	-	-	-	-	-	-	-	-		
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	408	743,807	785,454	701,361	723,555	715,680	707,700	710,115	712,215	-	-		
Added revenue for Pre-K remodeling (for VPK approvals only)														
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-		
20b	Pay as you go for projects approved for Pre-K remodeling	409		-	-	-	-	-	-	-	-	-		
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-		
20d	Total New Law Revenue (10) + (19) + (20c)	410		1,576,260	1,754,350	1,813,517	1,842,614	1,871,607	1,910,995	1,950,068	1,274,826	1,294,052		

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Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				MDE Revised Version 7/17/2017									
477	=< Type in School District Number			District Revised 5/8/2018									
PRINCETON PUBLIC SCHOOL DISTRICT													
Calculations for Ten Year Projection				Pay 17	Payable 2017	Current Estimate	Payable 2018						
	LLC #	FY 2018	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Old Formula revenue</b>													
21	411	-	-	-	-	-	-	-	-	-	-	-	-
22													
23													
24	765												
25	766		785,454	701,361	723,555	715,680	707,700	710,115	712,215				
26	414												
27	417												
27a	703												
27b	705												
28	422												
			173,327	177,345	183,572	189,799	196,026	202,254	208,481	214,708	217,946	217,946	217,946
29	423	918,793	958,781	878,707	907,127	905,479	903,726	912,369	920,696	214,708	217,946	217,946	217,946
30	424	1,542,180	1,576,260	1,754,350	1,813,517	1,842,614	1,871,607	1,910,995	1,950,068	1,274,826	1,294,052	1,294,052	1,294,052
31	425												
32	426	1,542,180	1,576,260	1,754,350	1,813,517	1,842,614	1,871,607	1,910,995	1,950,068	1,274,826	1,294,052	1,294,052	1,294,052
33	427												
34	428	1,542,180	1,576,260	1,754,350	1,813,517	1,842,614	1,871,607	1,910,995	1,950,068	1,274,826	1,294,052	1,294,052	1,294,052
<b>Aid and Levy Shares of Total Revenue</b>													
35	31	2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
36	31	14,848,805	14,848,805	15,217,317	15,826,010	16,459,050	17,117,412	17,802,109	18,514,193	19,254,761	20,024,951	20,825,949	
37	52	3,523.32	3,523.32	3,512.19	3,444.84	3,430.63	3,435.04	3,435.04	3,435.04	3,435.04	3,435.04	3,435.04	3,435.04
38	430	4,214.44	4,214.44	4,332.71	4,594.13	4,797.67	4,983.18	5,182.51	5,389.81	5,605.40	5,829.62	6,062.80	
39	431	7,373.50	7,373.50	7,718.42	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00	
40	432	9,069.41	9,069.41	9,493.66	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66	
41	433	46.47%	46.47%	45.64%	46.34%	46.38%	46.32%	46.32%	46.32%	46.32%	46.32%	46.32%	46.32%
42	434	53.53%	53.53%	54.36%	53.66%	53.62%	53.68%	53.68%	53.68%	53.68%	53.68%	53.68%	53.68%
43	429	996,187	1,001,745	1,294,052	1,294,052	1,294,052	1,294,052	1,294,052	1,294,052	1,274,826	1,294,052	1,294,052	1,294,052
44	435	533,272	536,247	703,473	694,414	693,916	694,683	694,691	694,691	684,351	694,697	694,680	694,680
45	437												
46	438	533,272	536,247	703,473	694,414	693,916	694,683	694,691	694,699	684,351	694,697	694,680	694,680
47	441	1,008,908	1,040,013	1,050,876	1,119,103	1,148,698	1,176,924	1,216,304	1,255,370	590,475	599,355	599,372	599,372
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>												
49	765+766												
	+703		785,454	701,361	723,555	715,680	707,700	710,115	712,215	-	-	-	-
50	705				658,613	658,670	658,248	657,265	660,370	657,421	659,484	660,706	660,706
51	767		785,454	701,361	1,382,168	1,374,350	1,365,948	1,367,380	1,372,585	657,421	659,484	660,706	660,706
52	442		785,454	701,361	1,294,052	1,294,052	1,294,052	1,294,052	1,294,052	657,421	659,484	660,706	660,706
53	443		420,463	381,274	694,414	693,916	694,683	694,691	694,699	352,916	354,037	354,684	354,684
54	445		364,990	320,087	599,638	600,136	599,369	599,361	599,353	304,505	305,447	306,022	306,022
55	446				88,116	80,298	71,896	73,328	78,533	-	-	-	-
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>												
57	447		790,806	1,052,989	431,349	468,264	505,659	543,615	577,483	617,405	634,568	633,346	633,346
58	448		216,291	592,691	-	-	-	-	-	617,405	634,568	633,346	633,346
59	449		115,783	322,199	-	-	-	-	-	331,435	340,661	339,996	339,996
60	450		100,508	270,492	-	-	-	-	-	285,970	293,907	293,350	293,350
61	451		574,515	460,298	431,349	468,264	505,659	543,615	577,483	-	-	-	-
62	452		675,023	730,790	431,349	468,264	505,659	543,615	577,483	285,970	293,907	293,350	293,350

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				MDE Revised Version 7/17/2017														
477	<= Type in School District Number			District Revised 5/8/2018														
PRINCETON PUBLIC SCHOOL DISTRICT																		
Calculations for Ten Year Projection				Pay 17	Payable 2017 LLC Certification	Current Estimate	Payable 2018 LLC Certification											
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027						
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																		



## Long Term Needs and Facilities Maintenance Plan

District Name: Princeton Public Schools  
 District Contact for Questions on this Spreadsheet:  
 Name: Michelle Czech

District: 477      Date: 07.17.18  
 E-mail: michelle.czech@isd477.org  
 Phone #: 763.389.6183

Finance Code	Category	Fiscal Year, Ending June 30th -->	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>Total for all District Facilities</b>													
<b>Health and Safety, IAQ and Abatement Projects</b>													
347	Physical Hazards	\$	13,646	\$ 1,532,295	\$ 26,996	\$ 29,488	\$ 28,640	\$ 31,284	\$ 30,385	\$ 33,189	\$ 32,235	\$ 35,210	\$ 34,198
349	Other Hazardous Materials	\$	8,279	\$ 10,000	\$ 18,540	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 16,908	\$ 12,299	\$ 12,668	\$ 13,048
352	Environmental Health & Safety Management	\$	29,735	\$ 372,099	\$ 70,635	\$ 71,052	\$ 72,341	\$ 71,159	\$ 72,834	\$ 79,272	\$ 77,270	\$ 80,090	\$ 84,748
358	Asbestos Removal and Encapsulation	\$	2,250.00	\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	\$ 15,657
363	Fire Safety	\$	14,300	\$ 58,600	\$ 11,948	\$ 12,306	\$ 21,964	\$ 13,056	\$ 13,448	\$ 24,000	\$ 14,267	\$ 14,695	\$ 26,226
366	Indoor Air Quality	\$	-	\$ 11,500	\$ 11,845	\$ 12,200	\$ 12,566	\$ 12,943	\$ 13,332	\$ 13,732	\$ 14,144	\$ 14,568	\$ 15,005
367	Accessibility	\$	-	\$ 25,000	\$ 36,050	\$ 37,132	\$ 27,318	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	\$ 26,095
<b>Total</b>		\$	68,210	\$ 2,021,494	\$ 188,374	\$ 185,518	\$ 186,870	\$ 175,713	\$ 178,688	\$ 205,310	\$ 189,570	\$ 197,767	\$ 214,978
<b>IAQ, Fire and Abatement, Projects Costing &gt; \$100,000 per Site</b>													
358	Asbestos Removal and Encapsulation	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Fire Safety	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
366	Indoor Air Quality	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
368	Building Envelope	\$	1,150	\$ 80,000	\$ 282,735	\$ 195,206	\$ 205,979	\$ 582,451	\$ 240,549	\$ 247,766	\$ 255,199	\$ 262,855	\$ 270,740
369	Building Hardware and Equipment	\$	49,911	\$ -	\$ 269,345	\$ 91,237	\$ 74,852	\$ 83,288	\$ 85,786	\$ 88,360	\$ 97,160	\$ 93,741	\$ 96,553
370	Electrical	\$	10,629	\$ 123,900	\$ 70,040	\$ 152,451	\$ 213,082	\$ 168,826	\$ 510,081	\$ 214,929	\$ 147,585	\$ 152,012	\$ 156,573
379	Interior Surfaces	\$	42,565	\$ 100,000	\$ 160,011	\$ 473,108	\$ 174,126	\$ 194,263	\$ 217,480	\$ 206,093	\$ 236,874	\$ 218,645	\$ 225,204
380	Mechanical Systems	\$	141,216	\$ 919,600	\$ 423,845	\$ 438,682	\$ 453,482	\$ 73,158	\$ 75,353	\$ 674,640	\$ 79,942	\$ 82,340	\$ 84,810
381	Plumbing	\$	-	\$ 15,000	\$ 15,450	\$ 42,436	\$ 16,391	\$ 16,883	\$ 17,389	\$ 17,911	\$ 18,448	\$ 19,002	\$ -
382	Professional Services and Salary	\$	37,279	\$ 551,225	\$ 967,415	\$ 420,835	\$ 341,600	\$ 335,247	\$ 343,855	\$ 421,336	\$ 269,481	\$ 269,648	\$ 272,844
383	Roof Systems	\$	327,662	\$ 591,400	\$ 2,294,325	\$ 80,628	\$ 14,205	\$ 17,445	\$ 17,969	\$ 18,508	\$ 19,063	\$ 19,635	\$ 20,224
384	Site Projects	\$	288,578	\$ 263,000	\$ 353,908	\$ 209,591	\$ 214,284	\$ 204,674	\$ 210,814	\$ 217,138	\$ 223,653	\$ 230,362	\$ 237,273
<b>Total Deferred Capital Expense and Maintenance</b>		\$	898,989.33	\$ 2,644,125	\$ 4,837,073	\$ 2,104,176	\$ 1,708,001	\$ 1,676,234	\$ 1,719,276	\$ 2,106,681	\$ 1,347,404	\$ 1,348,239	\$ 1,364,222
<b>Total Annual 10 Year Plan Expenditures</b>		\$	967,199.59	\$ 4,665,619	\$ 5,025,447	\$ 2,289,694	\$ 1,894,871	\$ 1,851,947	\$ 1,897,964	\$ 2,311,991	\$ 1,536,973	\$ 1,546,006	\$ 1,579,200

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		<b>LTFM Total</b>	<b>\$9,441,152</b>		
<b>Location</b>	<b>Project</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Not currently in 10 yr plan</b>	<b>Priority</b>
High School	Pool - Required Repairs	\$17,500	LTFM		2018
High School	Freezer Project	\$140,000	LTFM		2018
High School	Clearstory Water Leak	\$65,000	LTFM		2018
Middle School	Clearstory Water Leak	\$65,000	LTFM		2018
Middle School	Lighting Control	\$75,000	LTFM	X	2018
Intermediate School	Replace CO2 Sensors	\$18,350	LTFM	X	2018
Intermediate School	Storm Drainage Issue	\$50,000	LTFM	X	2018
High School	Wrestling mat replacement - Fire Safety	\$22,000	LTFM		2018
Family Center	PA upgrade	\$4,896	LTFM	X	2018
		<b>LTFM 2018</b>	<b>\$457,746</b>		
<b>Location</b>	<b>Project</b>	<b>Estimated Cost</b>	<b>Funding Source</b>	<b>Not currently in 10 yr plan</b>	<b>Priority</b>
High School	Roof Replacement (39,020 SF)	\$702,360	LTFM		1
High School	<b>HS Pool Restoration Project</b>	<b>\$1,884,375</b>	<b>LTFM</b>		<b>1</b>
	Pool Deck Replacement	\$146,875			
	Pool Modifications	\$21,875			
	Pool Pump Upgrades	\$44,375			
	Pool Accessories/Upgrades	\$49,375			
	Pool HVAC	\$1,300,000			
	Pool Mech Room Demo	\$50,625			
	Pool Mech Room Access Modifications	\$150,625			
	Pool Filtration Equipment	\$120,625			
High School	Drainage Issue (Lake Debbie)	\$35,000	LTFM	X	1
High School	Tennis Courts	\$200,000	LTFM	X	1
Student Services	Roof - Shingles	\$38,000	LTFM		1
Student Services	Window Replacement	\$35,000	LTFM		1
Family Center	Elevator	\$147,191	LTFM		1
Family Center	Building Automation System upgrade	\$69,986	LTFM	X	1
<b>Family Center</b>	<b>HVAC Upgrade</b>	<b>\$995,000</b>	<b>LTFM</b>		<b>1</b>
Family Center	Boiler Room Upgrade	\$450,000			
Family Center	Chiller Replacement	\$350,000			
Family Center	Replace 2 AHU's	\$120,000			
Family Center	Upgrade Electrical Panels	\$75,000			
		<b>LTFM Level 1</b>	<b>\$4,106,912</b>		

Location	Project	Estimated Cost	Funding Source	Not currently in 10 yr plan	Priority
Intermediate School	HVAC Upgrade	\$635,500	LTFM		2
		Replace Steam Boilers	\$300,000		
		Boiler Piping	\$100,000		
		Fin Tube Radiation	\$150,000		
		Replace HW Pumps	\$50,000		
		Upgrade BAS	\$35,500	X	
High School	Remodel Chemistry/Science Labs Exhaust/Electrical	\$125,000	Capital/LTFM		2
High School	Parking lot - Chip seal, crack fill, Striping	\$55,000	LTFM		2
High School	Upgrade Security System	\$35,000	LTFM		2
High School	Paint Atrium	\$12,000	LTFM		2
High School	Remodel Shop Area/Abatement	\$250,000	LTFM		2
Middle School	Roofing	\$2,625,000	LTFM		2
Middle School	Condensing unit replacement (4)	\$160,000	LTFM		2
Intermediate School	Maint. Garage Shingle Replacement	\$20,000	LTFM	X	2
Student Services	Paint	\$20,000	LTFM		2
Student Services	Replace 2 condensing units	\$65,000	LTFM		2
Student Services	Landscaping	\$35,000	LTFM		2
Student Services	Replace Walks/Install retaining	\$20,000	LTFM		2
District Center	Entrance/Landscaping	\$87,000	LTFM	X	2
		<b>LTFM Level 2</b>	<b>\$3,509,000</b>		

Location	Project	Estimated Cost	Funding Source	Not currently in 10 yr plan	Priority
High School	UV Disinfection system	\$50,000	LTFM		3
High School	Carpet - 8000 SF	\$32,000	LTFM		3
High School	Paint High School (Less Atrium & Addition)	\$213,150	LTFM	X	3
High School	Upgrade Track & CC timing system	\$5,000	LTFM	X	3
High School	Power to ticket booths	\$18,700	LTFM	X	3
High School	Update BAS	\$48,500	LTFM	X	3
High School	Folding Gym Wall	\$22,500	LTFM		3
High School	Addt RTU's and ducting for commons area cooling	\$250,000	LTFM		3
High School	Concrete Walks/Drives/Curbs	\$136,000	LTFM		3
High School	Door Replacement	\$57,500	LTFM		1
Middle School	Paint Gym	\$16,000	LTFM		3
Middle School	Water Heater Replacement	\$25,000	LTFM		3
Middle School	Bathroom Dividers	\$48,000	LTFM	X	3
Primary School	Parking lot - Chip seal, crack fill, Striping	\$50,000	LTFM		3
Intermediate School	Carpet Media Center & Comp Lab	\$21,684	LTFM		3
Intermediate School	Replace sports floor in gym	\$30,000	LTFM		3
Intermediate School	Playground Asphalt	\$25,460	LTFM		3
Family Center	Classroom LED Lighting	\$40,000	LTFM		3
Family Center	Final Roof Section (PVC Roof)	\$100,000	LTFM		3
Family Center	Paint	\$85,000	LTFM		3
Building and Grounds (Firehall)	Roof 3600 SF	\$63,000	LTFM	X	3
Building and Grounds (Firehall)	Garage/Office LED	\$30,000	LTFM		3
		<b>LTFM Level 3</b>	<b>\$1,367,494</b>		

*The Minnesota Department of Education (MDE) requires that the school district send the board-approved Long-Term Facilities Maintenance Plan (LTFM) to the Commissioner.*

**Resolution Adopting the School District's Long-Term Facilities Maintenance Plan**

WHEREAS, Minnesota Statute 123B.595 establishes the Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, other cooperatives and charter schools.

WHEREAS, the School District has developed a ten-year plan for long-term facilities maintenance consistent with this law.

THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District No. 477 approves the attached Long-Term Facilities Maintenance Plan.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

The following voted for: \_\_\_\_\_

The following voted against : \_\_\_\_\_

WHEREUPON the resolution was declared adopted the **17th** day of **July, 2018..**

Date: \_\_\_\_\_

Board Clerk: \_\_\_\_\_