

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: August 31, 2016

A Regular School Board Meeting of the Board of Education will be held September 6, 2016 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. PREVIEW OF AGENDA**

*During this time any board member may pull any item(s) from the Consent Agenda*

**3. ADDITIONS TO THE AGENDA**

A. Hire - Allen Rusch, Bus Driver

**4. CONSENT AGENDA**

A. Minutes - August 15

4

**5. COMMUNICATIONS**

**6. STUDENT INPUT AND RECOGNITION**

A. Homecoming Event Happenings and Finalized Dress-up Days

**7. PUBLIC PARTICIPATION**

**8. COMMITTEE REPORTS**

A. Transportation

B. Policy

C. Facilities

D. Negotiations

E. Athletics

F. Security

G. Wellness

H. Other

**9. REPORTS AND PRESENTATIONS**

A. Policy First Reading and Comments

1) Policy 506 - Student Discipline - <b>Revised</b>	10
Policy 506F - Student Discipline Form - <b>NO CHANGE</b>	
2) Policy 520 - Student Survey Policy - <b>Revised</b>	33
3) Policy 529 - Notification to Staff Regarding Placement of Students with Violent Behavior - <b>Revised</b>	34
Policy 529F - Staff Notification of Violent Behavior By Students - <b>NEW</b>	
4) Policy 714 - Fund Balance - <b>Revised</b>	41
5) 533 Wellness Policy - <b>Revised</b>	44
B. Social Diversity Class Promotional Video	
<b>10. SCHOOL BOARD ACTION</b>	
A. Staffing	
1) Employee A - Medical Leave Request for 6 weeks to begin approximately October 1.	
2) Employee B - Medical Leave Request for 6 weeks to begin approximately November 5. Return to work January 3.	
3) Resignation - Jessica Goodwin, Paraprofessional	
4) Aricka Marsh - Reduce position to .1717 FTE in ECFE Program Only. She will no longer be working the School Readiness Program.	51
5) Hire - Bob Hanse, Cleaner Sweeper	
6) Hire - Debra Beaudreau, Food Service Server/Support Staff (2 hours)	
7) Hire - Cheryl Froehlich, Paraprofessional	
B. Add Principal Gooch to the High School Aux Account	
C. Remove Helen Kennedy and add David Gooch as the Caretaker/Manager of the High School Auxiliary Account	
D. Name Carol Vik as the Title VII Director for the calendar year 2016.	
E. School Forest - Matt Cage	52
F. Service Agreement with Stellher Human Services 2016-2017 SY	
1) Mental Health Therapist - .6 FTE	53
Mental Health Professional - .15 FTE	
Cost to Bagley \$3,745 - No change from last year	
2) Bagley Elementary Interventionist - .8 FTE	54
Cost to Bagley \$20,176.00 - No change from last year.	
G. Early Childhood Budget 2016-2017	55
<b>11. NEXT MEETINGS AGENDA ITEMS - Chairman Broden</b>	

**12. MEETING SCHEDULE - *Chairman Broden***

The next School Board meeting will be held on Monday, September 19, 2016, at 7:30 p.m. in High School Room 101.

**13. ADJOURNMENT**

**14. SCHOOL BOARD ACTION**

**A BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
AUGUST 15, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, August 15, 2016, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Kathy Clark, Jamie Grover and Superintendent Cairns. Members absent: None.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Amy Fontaine, seconded by Toby Anderson to hire DeAnna Holmstrom as a paraprofessional contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 7-0.
2. Member Amy Fontaine introduced the resolution relating to general obligation refunding bonds, series 2016A; authorizing the issuance and authorizing the chair and superintendent to award the sale thereof and to take such action and execute all documents necessary to accomplish said action and execute all documents necessary to accomplish said award and sale, seconded by Member Jamie Grover. Resolution is attached. Motion passed 7-0.
3. A motion was made by Kathy Clark, seconded by Wendy Fultz to approve the following consent agenda items:
  - A. August 1 Minutes
  - B. August 2016 Invoices - \$250,364.97 – Ck# 57267-57346
  - C. July 2016 Hand Payables - \$77,323.30 – Ck# 31381-31389
  - D. July 2016 Statement of Cash Balances - \$3,094,705.05
  - E. July 2016 Budget Comparison
  - F. July 2016 Wires Payments - \$70,266.72Motion passed 7-0.
4. A motion was made by Amy Fontaine, seconded by Toby Anderson to approve the Student Council homecoming spirit sales and homecoming button fundraiser. Motion passed 7-0.
5. A motion was made by Kathy Clark, seconded by LeAnn Agnes to approve the homecoming week schedule, homecoming dance, and parade route. Motion passed 7-0.
6. Lee Furuseth updated the Board on BES Flyers SOARR Behavior Matrix.
7. A motion was made by Kathy Clark, seconded by Jamie Grover to approve the Annual Federal Impact Aid Notification to Parents and Survey. Motion passed 7-0.
8. A motion was made by Toby Anderson, seconded by LeAnn Agnes to accept the resignation of paraprofessional Lindsay Paulson. Motion passed 7-0.
9. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to accept the resignation of paraprofessional Breanna Wastweet. Motion passed 7-0.
10. A motion was made by Kathy Clark, seconded Wendy Fultz to approve Jamie Grover's employment as a short call teacher. Roll call: Adam Broden – yes; Wendy Fultz – yes, Amy Fontaine – yes; Toby Anderson – yes; LeAnn Agnes – yes; Kathy Clark – yes; Jamie Grover – yes. Motion passed.

11. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to hire Rebekah White as a paraprofessional contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 7-0.
12. A motion was made by LeAnn Agnes, seconded by Kathy Clark to accept Clyde Johnson's concrete quote for a walkway at elementary library in the amount of \$6,475. Olsen Construction of Bemidji quote in the amount of \$6,545 was not accepted. Motion passed 7-0.
13. A motion was made by LeAnn Agnes, seconded by Toby Anderson and carried, to adopt the following resolution:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

**BE IT RESOLVED** by the School Board of Independent School District No. 162, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by all.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8<sup>th</sup> day of November, 2016.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 162  
BAGLEY PUBLIC SCHOOLS  
GENERAL ELECTION  
NOVEMBER 8, 2016

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR

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- CANDIDATE U
  - CANDIDATE V
  - CANDIDATE W
  - CANDIDATE X
  - \_\_\_\_\_  
Write-in, if any
  - \_\_\_\_\_  
Write-in, if any
- 

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the

manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Date \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School District Clerk

14. A motion was made by Amy Fontaine, seconded by Jamie Grover and carried, to adopt the following resolution:

**RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY**

**WHEREAS**, a vacancy exists in the office of school board member with a term expiring thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period; and

**WHEREAS**, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

**NOW THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No.162, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.

2. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The special election shall be held to be held in conjunction with the state general election on Tuesday, the 8<sup>th</sup> day of November, 2016.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on election day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 1, 2019." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:

SPECIAL ELECTION BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 162  
BAGLEY PUBLIC SCHOOLS


NOVEMBER 8, 2016

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Special Election for School Board Member to fill vacancy immediately after receipt of the certificate of election and taking the oath of office and shall serve the remainder of the unexpired term.

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Instructions To Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

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**Vote for One\***

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Name

Name

\_\_\_\_\_  
Write in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four

years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Date \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School District Clerk

15. ITEMS FOR THE NEXT AGENDA:

16. The next School Board meeting will be held on Tuesday, September 6, 2016, at 7:30 p.m. in High School Room 101.

17. A motion was made by Amy Fontaine to adjourn the meeting at 8:16 p.m. Motion passed 7-0.

Adam Broden, Chairman  
School Board  
Ind. School District #162

Wendy Fultz, Clerk  
School Board  
Ind. School District #162

**506 STUDENT DISCIPLINE**

Board Adopted: June 20, 2011

Board Revised: ~~June 6, 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 or property immediately adjacent to school grounds; 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, 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school

district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances, (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles;

Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violation Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. **The teacher of record shall have the general control and government of the classroom.** Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy;  
or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

**A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher. This type of behavior will be turned over to law enforcement for possible charges.**

- B. If a student is removed from class more than ten (10) times in a school

year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class.

1. When a student is to be removed from class, the teacher shall direct the student to go to the office or, in the case of a disabled student, their special education case manager, and will follow up by calling or e-mailing to notify that the student has been removed from class;
2. When appropriate, teachers should follow-up with a phone call to the parents and a referral to the office, documenting the behavior and removal;
3. When appropriate, the principal, or the principal's designee, will complete the referral, citing any additional consequences.

D. Responsibility for and Custody of a Student Removed From Class.

1. When removed, students should report to the school office;
2. Students should immediately walk to the office. In some cases, it may be necessary for the student to be accompanied to the office by a school employee or another student
3. If a student refuses to leave the classroom, the teacher should call the office and the office will send someone to the classroom to retrieve the student;
4. Students who are removed from class may remain in a designated area, determined by the principal or principal's designee, to process their removal or work on class work;
5. When a student has been removed from class the principal or principal's designee will have responsibility for the student until they resume their normal school schedule.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. In most cases, a student will return to class the following day, or

in the case of an elementary student, possibly later that same day. Students are responsible for coursework missed during the removal

2. In some cases, it may be necessary for the student and teacher to meet or the student, teacher, parents and administration to meet before the student returns to class.

F. Procedures for Notification.

1. School personnel (teacher, paraprofessional, principal, principal's designee) will verbally notify the student of the misconduct that caused removal from class at the time of removal; when appropriate, parents will be notified by the teacher or student's case manager by phone or e-mail as soon after the removal as possible and/or the principal or principal's designee will notify the parent by phone, e-mail or mailing the disciplinary referral within 48 hours of the removal.

G. Disabled Students; Special Provisions.

1. If a student is on an Individualized Education Program (IEP), the student's case manager should be notified of the student being removed from class. The case manager may determine it is necessary for a review of the IEP.
2. If removal from class becomes excessive, the student should be referred by the teacher, counselor, principal, or other school support staff, to the Student Assistance Team, to discuss possible interventions and begin the pre-referral process for special education services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. The Student Assistance Team (SAT) at the secondary level, and the Teacher Assessment Team at the elementary level, will be designated as the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. The Child Protection Collaborative Committee will be designated as the school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and

3. Any teacher or school personnel who suspects a student is under the influence of any chemical, including drugs or alcohol, should immediately report their suspicion to the school administration. Minn. Stat. § 121A.29.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. The principal or principal's designee will be responsible for enforcing the school discipline guidelines and 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.

1. Parents are invited to participate in Open Houses, Parent-Teacher Conferences and individual teacher/administrative meetings as appropriate.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. The SAT and TAT teams meet regularly to discuss concerns regarding behavior, academics and attendance.

## **IX. DISMISSAL**

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student

may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School

administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before

the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, or in the case in which the student leaves the school building and the administration cannot contact the student, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. 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.)
8. 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.
9. 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, or that the student has left the premises, 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.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests

with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or 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.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation

based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling 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.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

**X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

#### **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to

the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on 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.

**506F FORM: Notice of Suspension**

School Board Adopted: June 20, 2011

School Board Revised: June 6, 2016

**NOTICE OF SUSPENSION**

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

\_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_  
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after [date] \_\_\_\_\_.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

**520 Student Survey Policy**

Board Adopted: November 17, 1997

Board Revised: 2016

The Board of Education affirms its policy of reviewing student surveys prior to their distribution for the purpose of eliciting student responses. The Board directs the administration to provide appropriate notice of impending surveys to parents and/or other appropriate parties when the content of the survey instrument necessitates such notice. The parent or guardian of the student gives written permission for the student to opt out of the survey. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

**529 Notification to Staff Regarding Placement of Students with Violent Behavior**  
Board Adopted: July 24, 2003 Board Revised: 2016

**I. PURPOSE**

In an effort to provide a safe school environment, staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to establish a procedure for notifying staff and making determinations regarding such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the administrator named in this Policy.
- B. The administration will meet with appropriate staff members for the purpose of notification and the determination of how staff will manage such student.
- C. Only staff members whose work assignment reasonably requires access to the information will receive notification.

**III. DEFINITIONS Procedure**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. 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.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. 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
4. 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.

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of ~~any an enrolling student or any student enrolled in the school district in the building~~ shall immediately report the information to ~~the~~ building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share

and discuss such data.

2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

- ~~G.— Upon receipt of the information, the administration shall determine the staff members or other employees of the school district whose work assignments reasonably require access to the information.~~
- ~~H.— A meeting shall be promptly convened for the purpose of notification. Persons present at the meeting will include a representative of the administration, any staff members determined by the administration to reasonably require access to the information, and any other staff members necessary to effectuate intervention services or conflict resolution.~~
- ~~1.— The administrator shall identify the student and the student’s history of violent behavior.~~
  - ~~2.— The person present at the meeting shall discuss whether there is any need for intervention services, or conflict resolution or training for staff members.~~
  - ~~3.— The persons present at the meeting shall be directed to not release any of the information obtained at the meeting to any other individual as the information constitutes private educational data.~~
  - ~~4.— The administrator shall advise any individual who was unable to attend the meeting what was discussed at the meeting.~~
- ~~I.— Any decision regarding intervention services, or conflict resolution or training for staff members, will be reviewed periodically to determine whether the services are still necessary or whether additional services are needed.~~

**STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

**Board Adopted: 2016**

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

**You can use what you have learned about the student’s history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student’s privacy rights must be protected.**

Student’s name:

Incident(s) of violence:

**If staff have a legitimate educational interest, provide the following information.**

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

## 714 FUND BALANCES

Board Adopted: April 18, 2011

Board Revised: 2016

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail. This statement can be seen in its entirety in the Government Standards Board Manual.

### III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, **but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources.** The action to assign a fund balance may be taken after the end of the fiscal year. **An assigned fund balance cannot be a negative number.**
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. **The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number. Internal savings for things such as school buses and severance are considered "committed" funds. These are the same as the fund balances held currently labeled "designated"**
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation. **Operating or building referendums are "enabling legislation" actions.**
- D. "Fund balance" means the **arithmetic** difference between the assets and liabilities reported in a school district fund.

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

**IV. CLASSIFICATION OF FUND BALANCES**

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

**V. MINIMUM FUND BALANCE**

The school district will strive to maintain a minimum unassigned general fund balance of 2 months of operating expenses.

**VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

**VII. COMMITTING FUND BALANCE**

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

**VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: jointly by the Superintendent and School Accountant. Assignments so made shall be reported to the school board on a monthly basis.

**IX. REVIEW**

The school board will conduct a review of the sufficiency of the minimum unassigned general fund balance level when an annual audit is presented to the school board.

## 533 Bagley Public Schools Wellness Policy

Board Adopted: August 21, 2006 Board Revised: ~~August 20, 2007~~ 2016

*[Note: All school districts that receive funding from the federal school lunch program are required by the Child Nutrition and WIC Reauthorization Act of 2004 ("the Act") to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The Act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school district is in compliance with the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.]*

### I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

~~Bagley Public Schools (ISD #162) promotes healthy living for students by supporting lifetime wellness, nutrition education and regular physical activity as part of the total learning environment. Current research indicates that schools that facilitate learning through the support and promotion of recommended daily nutrition guidelines and physical activity practices contribute to the basic health status of children and their improved academic achievement. This is enhanced through the following initiatives:~~

### II. GENERAL STATEMENT OF POLICY

~~A. Nutrition Education: A. The school district recognizes that nutrition education and physical education are is an essential component of the educational process. And that Ggood health and participation in positive dietary practices foster improved student attendance and academic achievement.~~

~~B. Physical Education/Activity: The school district recognizes that physical education/activity promotes and protects students' health, well-being, and ability to learn by encouraging lifelong fitness. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.~~

~~C. Food Service: The school district provides students with access to a variety of affordable, nutritious, and appealing foods that meet the USDA Dietary Guidelines for Americans. The diversity of the student population (e.g. economic, religious, ethnic, cultural and medical) is considered to ensure that student needs are met. A clean, safe and pleasant setting is provided.~~

~~D. Foods Available on Campus: The school district makes every effort to follow the USDA Dietary Guidelines for Americans when providing alternative food choices~~

during the school day (e.g. vending machine choices, snacks during testing and fundraising).

~~E. Communication to Parents/Guardians: The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies. recognizes that parents/guardians have the primary and fundamental role in promoting and protecting their children's health and well-being. The district provides communication which supports this effort.~~

~~F. Implementation, Monitoring and Evaluation: One or more persons within the school district will be charged with operational responsibility for ensuring that the school meets the requirements of this wellness policy.~~

### III. ~~WELLNESS POLICY~~ GUIDELINES

*[Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]*

#### A. Nutrition Education and Promotion

*[Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines is appropriate.]*

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual

education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

- ~~1. Pre-school – Grade 6 may periodically have nutrition education throughout the school year. This may be addressed through the Clearwater County Extension Service.~~
- ~~2. Re-establishing the Nutrition classes in a Family and Consumer Science or Health Education Department is encouraged.~~
- ~~3. The use of water bottles, by students, is encouraged and left up to the discretion of the classroom teacher.~~

B. Physical Education/Activity

- ~~1. Bagley Elementary and High School may provide supervised open-gym activities for students prior to the school day.~~
- ~~2. Elementary classroom rewards encourage physical fitness alternatives. (e.g. extra recess time)~~
- ~~3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and~~
- ~~4. Classroom teachers may provide short physical activity breaks between lessons, as appropriate (e.g. a five minute movement/stretch break).~~
- ~~5. Student need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Towards that end, hHealth and Physical Education classes will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television and playing video games.~~
- ~~6. Physical activities such as swimming, field day, athletics, summer recreation and standards-focused study trips are encouraged.~~
- ~~7. Upon budget approval, re-establishing all-year physical education for junior high students would be considered.~~

C. School Food Service Program/ Personnel

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~

2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. ~~Food service personnel will take every measure to ensure that student access to foods and beverages that meet or exceed all federal, state and local laws and guidelines.~~
5. ~~Food service personnel will adhere to all federal, state and local food safety and security guidelines.~~
6. ~~Information regarding students who are eligible for free and reduced price school meals will be kept confidential.~~
7. ~~The school district will make an effort to provide students access to hand washing before they eat meals or snacks.~~
8. ~~The school district will make an effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~
9. ~~The school district will provide continuing professional development for food service personnel in schools.~~
10. ~~The consumption of nutrient dense foods, such as, whole grains, legumes, fresh fruits and vegetables are encouraged.~~
11. ~~The Bagley Public Schools participate in the National School Lunch Program with regulations requiring that each school lunch menu must be planned to include the following five food items: milk, meat/meat alternate, vegetable and/or fruit (two items) and bread/bread alternative.~~
12. ~~Students in Kindergarten through grade twelve may participate in offer versus serve.~~

D. Foods and Beverages Available on Campus

*Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]*

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans. ~~Upon the approval of the Superintendent, nutritious snacks will be provided by the school district during the MCA-Its.~~
2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local food safety and security guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

*[Note: The Act requires that the school district's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.)]*

5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
8. ~~Fundraising projects for food sales and consumption will make an effort to follow nutrition guidelines.~~
9. ~~Healthy food and beverage choices will be offered in the vending machines.~~
10. ~~Healthy choices will be available from vending machines during breakfast and lunch.~~
11. ~~Healthy living will be promoted in the school calendar, local newspaper, in the report cards, on posters in the cafeteria and/or through other communication sources.~~
12. ~~School snacks, food incentives and party treats available on campus are encouraged to follow the nutrition guidelines.~~

E. Communication with Parents/Guardians:

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet, healthy snacks, and daily physical activity ~~for their children outside of the school day.~~
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school. ~~Recommended nutrition and physical activity suggestions for parents/guardians will be promoted in the local newspaper, newsletters, agendas, school calendar, school district parent page, student handbook and/or other communication sources.~~

IV. Implementation, Monitoring ~~and Evaluation:~~

*[Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.]*

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
3. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
4. ~~The ISD #162 Wellness Committee will meet a minimum of one time per year to monitor, evaluate and update the current policy as per federal and state requirements.~~
5. The ~~superintendent or administrative~~ designee will ensure compliance with the wellness policy and provide an annual report to the school board.
6. The school district will post this wellness policy on its website, to the extent it maintains a website. ~~If you have questions or concerns regarding this Wellness Policy, please contact the administrative designee in the ISD #162 District Office at (218) 694-6184.~~

*[Note: The Food and Nutrition Service of the U.S. Department of Agriculture has proposed new rules regarding the implementation of local school wellness policies. The comment period for the proposed rules officially ended in June 2014; however, final rules have not yet been issued. New requirements, particularly regarding record keeping related to the school wellness policy may be required soon. MSBA will update this policy when final rules have been issued.]*



Jennifer Hecht <jhecht@bagley.k12.mn.us>

**Fwd:**

**Corrie Uhlir** <cuhlir@bagley.k12.mn.us>  
To: Jennifer Hecht <jhecht@bagley.k12.mn.us>

Tue, Aug 30, 2016 at 6:40 PM

Can you also add to the school board meeting that Aricka marsh is resigning from the school readiness teaching position.  
Thanks

----- Forwarded message -----

From: **Aricka Marsh** <arickamarsh@gmail.com>  
Date: Tuesday, August 30, 2016  
Subject:  
To: Cuhlir@bagley.k12.mn.us

Corrie, I am writing this to request that I cut back to working ECFE only this year as I will be beginning my college coarses to pursue my parent Ed license for our ECFE program. This was requested of me as I will use my last variance this year teaching parent education.  
Thank you  
Aricka Marsh

--

**Corrie Uhlir**  
Community Education / ALP  
Bagley Public School, District 162  
202 Bagley Avenue NW  
Bagley, MN 56621  
218-694-3232  
cuhlir@bagley.k12.mn.us

To: Bagley School Board

From: School Forest Committee

On July 20th storms inflicted severe damage to our school forest. In August, DNR foresters Chris Gronewold and Nick Syverson and myself spent three hours walking through most of the affected areas. Damage to the forest is immense. Nearly every part of the school forest was affected. Currently the school forest is unsafe for students and staff. Last Tuesday, August 23, the Bagley School Forest Committee met to review storm damage at the school forest and review recommendations from Chris Gronewold, DNR forester for timber salvage. Based on the DNR's assessment and our current School Forest Stewardship/Management plan the school forest committee are proposing the following recommendations:

1. We recommend that the school board authorize that a timber sale to be put out on bids to remove and salvage storm damaged trees this fall. The bid process would be set up by the DNR forestry. Once the board authorizes a sale the DNR would mark property lines, areas to be cut and set up a contract with guidelines that meet the needs of our school forest.
2. We recommend that we follow the DNR foresters recommendations.
3. We recommend that the biomass, slash, be chipped and or removed to the greatest extent possible.
4. We recommend that the DNR in this bid set up a thinning of existing pine plantations. Our stewardship plan calls for the thinning in 2017. Since we are close to that date and loggers will be out there to clean up storm damage in those areas it would limit damage to the forest by having the machinery in there one time.
5. We recommend that we use a logging company that is on the DNR's list of certified preferred loggers.

If you have any questions please feel free to contact me.

Matt Cage

School Forest Coordinator

**CLEARWATER COUNTY CMH COLLABORATIVE  
 BAGLEY PUBLIC SCHOOLS  
 SERVICE PERIOD: 2016-2017 SCHOOL YEAR  
 CONTRACT PERIOD: JULY 1, 2016 – JUNE 30, 2017**

**ESTIMATED EXPENSE**

Wages:	
Practitioner (.6)	\$17,280
MH Professional (.15)	\$ 6,000
Fringe:	
Practitioner	\$5184
MH Professional	\$ 1800
Mileage	\$ 400
Supplies	\$ 400
Training	\$ 250
Other indirect	<u>\$6592</u>
<b>Total Cost</b>	<b>\$37,906</b>

**ESTIMATED REVENUES**

CCCMH	\$ 2500
Bagley School	\$ 3745
School Linked Mental Health	\$12,661
Minnesota MA	\$19,000

Budget

Bagley Interventionist .8 FTE

Expenses

Wages	\$26,880
Fringe	8064
Mileage	350
Training	300
Program Supplies	350
<u>Indirect Costs</u>	<u>\$ 4232</u>

**TOTAL COSTS**                      **\$40,176**

Revenues

Clearwater Co Collaborate	\$20,000
<u>Bagley School</u>	<u>\$20,176</u>

**\$40,176**

# School Readiness 2016-17

## Sept 12<sup>th</sup> – June 1st

8/30/16

Over 3,300 students in 74 Minnesota school districts will benefit from a new \$25 million investment secured this session by Governor Mark Dayton and Lt. Governor Tina Smith, according to an official announcement from the office of the Governor August 8. 183 school districts and charter schools applied for the Voluntary pre-kindergarten funding this year, but due to a lack of funding, nearly 60 percent of those districts did not receive state aid. This program will increase access to high-quality early learning programming for 4-year-olds regardless of their ability to pay; reduce educational achievement gaps; and help ensure every child is ready to succeed in school and life.

The Bagley Public School District was approved up to 32 four-year-olds to enroll in Voluntary Pre-k this fall allowing additional funding which up to \$137,000.00 depending on programming needs and requirements which will be identified by the first of October. Voluntary Pre-K comes with its own set of high-quality program standards, such as providing instruction through play-based learning, coordinating appropriate transition to kindergarten, involving parents and families in program planning, and more. These programs will offer transportation, meals and save families thousands of dollars, while preparing Minnesota's youngest learners for success in school and life. This additional funding will allow the district another all day section, which will require additional teaching staff and another paraprofessional.

### **Budget Proposal**

#### School Readiness Program Sept. 12- June 1

Based on 20 student's x 2 classes

#### Expenses

1 FTE SR Teacher	\$45,900.00
.4 FTE ECFE Teacher =	\$15,030.00
3 Paraprofessional @\$15.00+/-, 92 hours +/- =	\$33,495.00
Sec Salary @ \$15.33 per hour four days week (8:00-3:00) =	\$11,802.00
Supplies, Travel, Instructional material, Misc.	\$7,000.00
Meals (breakfast 0/\$3,696.00, snack \$3,960.00, lunch \$6,336.00, milk \$1,584.00)	\$15,576.00
Administration 5% Charge back	\$6,415.00

**TOTAL EXPENSES(estimate)** **\$135,216.00**

#### School Readiness Program

Revenues State Aide=	\$51,165.00
Revenues District Contribution/Title1 (Based on 2015) (Covered by Title I funds) =	\$17,554.00
Revenues Parent Aware Scholarships	\$17,500.00
Revenues Voluntary Pre-Kindergarten (Based on 32 and ADM 17) =	\$100,000.00
Revenues Special Ed (reimbursement) Revenues+(Based on 2015) =	\$2,310.00

**TOTAL REVENUES(estimate)** **\$188,529.00**

8/30/16