

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: July 12, 2017

A Regular School Board Meeting of the Board of Education will be held July 17, 2017 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. Resignation - Marie Powell, paraprofessional

4. CONSENT AGENDA

A. Minutes - June 19 & July 10	5
B. Monthly Invoices - July 2017 - \$570,586.89 - Ch# 58165-58266	10
C. Hand Payables - June 2017 - \$179,884.23 - Ck# 32003-32048	35
D. Statement of Cash Balances - June 2017 - \$3,835,331.66	44
E. Budget Comparison	45
F. Wires Payments - June 2017 - \$601,317.81	46
G. MSBA Association Dues and Policy Services Renewal SY 2017-2018 - \$4,907	
H. Auxiliary Accounts	49

5. COMMUNICATIONS

6. STUDENT INPUT AND RECOGNITION

7. PUBLIC PARTICIPATION

8. COMMITTEE REPORTS

- A. Transportation
- B. Policy
- C. Facilities
- D. Negotiations

1) Work Agreements	
a. Truancy Tracker/Coordinator	52
b. American Indian (AMI) Grant Coordinator	55
c. Director of Indian Education	58
d. Dean of Students	63
e. Dean of Students/Athletic Director	66
f. Director of Community Education/Area Learning Program	69

E. Athletics

F. Security

G. Wellness

H. Other

1) Meet and Confer	
a. Response to Meet and Confer Items from April 27, 2017	73

9. REPORTS AND PRESENTATIONS

A. Lease Agreement between Clearwater County Agricultural Society and ISD #162	
B. Student Handbooks	
1) Elementary School Handbook - Lee Furuseth	76
2) High School Handbook - David Gooch	115
C. School District Emergency Preparedness Handbook - updates - Furuseth/Gooch	173
D. Read-Well By Third Grade FYI- Lee Furuseth	215
E. HS Device Handbook - Brenda Dukek	222
F. Policy First Reading and Comments	
1) Policy 534 - Unpaid Meal Charges - NEW	242

10. SCHOOL BOARD ACTION

**A. RESOLUTION ACCEPTING GIFTS/DONATIONS
TO INDEPENDENT SCHOOL DISTRICT #162–BAGLEY**

WHEREAS the following ;therefore, **BE IT RESOLVED** by the School Board of Independent School District #162–Bagley School Board does hereby accepts the following donation:

- * \$153.13 from Mahube-Otwa for Pathways I/School Readiness
- * \$4,166.88 from State of Minnesota for Pathways II/School Readiness
- * \$250.00 from Clearwater/Polk Electric for Summer Reading

- * \$225.00 from Clearwater/Polk Electric for Reading Challenge
- * \$750.00 from Clearwater/Polk Electric for Accelerated Reading

B. Milk Bids 244

It is recommended that we accept Land O Lakes escalator milk bid for the 2017-2018 SY.

C. Bread Bids 250

It is recommended that we accept Pan-O-Gold bread bid for the 2017-2018 SY.

D. Meal Price for 2017-2018 SY

It is recommended that the meal and milk prices for the 2017-2018 SY increase \$.10 from 2016-2017 SY.

Elementary & High School Breakfast - **\$1.50**

Elementary: \$2.50

High School: \$2.65

The following will remain the same price as the 2017-2018 SY

Adult Breakfast: **\$2.25**

Adult Lunch: **\$3.85**

Milk – \$0.30

Soy Milk - \$0.70

A La Carte Items (must follow smart snack in school guidelines) Prices will vary.

E. Adoption - Resolution for Membership in the MSHSL 2017-2018 253

F. MSHSL "Why We Play" video

G. BHS Athletic Statement - 2017-2018 255

H. Athletic Fees 2017-2018

Participation Fees - \$65 Athletics and \$20 Fine Arts

Admission Prices - \$6 adults, \$4 students/senior, grade 2 and under are free.

Activity Pass Fees

\$75 for family, \$50 for individual, \$35 for individual seniors, \$50 Bagley School District staff family, \$25 staff individual, \$25 BHS Student/Recent Grad (graduated from BHS within 2 years)

The Athletic Committee recommends that Bagley School District staff be admitted free to all athletic events (with the exception of MSHSL tournaments and other athletic events where the BHS Activity pass is not valid) by showing their employee ID badge to the ticket takers.

I. Cell Phone Consequences - David Gooch and Lee Furuseth

J. Policy Second Reading, Comments and Adoption

1) Policy 570 - Cell Phone & Personal Electronic Devices 262

- K. Long-term Facility Maintenance Revenue/Expenditure - 10 year plan 263
- L. Approve Superintendent Steve Cairns as the educational official with authority to authorize FY 18 user access to the MDE secure website for Bagley Public Schools ISD 162.
- M. Approval for Peacemaker Resources - Trauma Sensitive Schools Training for Bagley Elementary, K-4 Staff Development - \$6,831.80
 - 1. Initial Workshop - Aug 31, 2017, Bemidji Hampton Inn, 9:00 AM to 12:30 PM
 - 2. 10 Lessons over 20 weeks, to all grade levels.
 - 3. Need School Board approval for BES Staff Development
- N. Contract for School Liaison Officer for 2017-2018 SY 282
- O. Elementary School Roof Replacement 288

The proposal to replace old roof on areas 2,3,5,6 and 7.
The recommendation is to accept the quote of Darin Halvorson Roofing in the amount of \$61,694.88.
- P. Repair to HS Kitchen Walk-in Freezer - \$7,387.00 293
- Q. Milk Cooler Quotes 294

Purchase of 5 milk storage coolers and 3 milk coolers.
Recommendation to accept Culinex quote in the amount of \$21,846.86.
- R. Staffing
 - 1) Resignation - Aaron Edman, Transportation Director and Head Mechanic
 - 2) Hire - Ashley Gunderson as a paraprofessional
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
 - 3) Hire - Nancy Lapos as a paraprofessional
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
 - 4) Resignation - Wenesdai Goldstein, Bus Driver
- 11. **NEXT MEETINGS AGENDA ITEMS - *Chairman Broden***
- 12. **MEETING SCHEDULE - *Chairman Broden***

Monday, August 7, 2017, at 7:30 p.m. in High School Room 101
- 13. **ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
JUNE 19, 2017
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on June 19, 2017, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Renee Benson, Jeremy Davies, and Superintendent Cairns. Members absent: Jamie Grover.

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

1. Superintendent Cairns distributed thank you cards from Michelle Newland and the Shawn Clark family.
2. A motion was made by Jeremy Davies, seconded Wendy Fultz to approve the following consent agenda items:
 - A. June 5 Minutes
 - B. May 2017 Invoices – \$139,097.53 - Ck# 58081-58164
 - C. May 2017 Hand Payables – \$170,569.94 - Ck# 31954-32007
 - D. May 2017 Statement of Cash Balances – \$4,257,865.65
 - E. May 2017 Budget Comparison
 - F. May 2017 Wires Payments – \$281,044.08
 - G. Elementary School and High School Auxiliary AccountsMotion passed 6-0.
3. Superintendent Cairns apprised the Board that Nicole Paulson has rejected the Bagley School District offer for a teaching position. Ms. Paulson gave a verbal rejection notice.
4. Brady Martz will perform the district financial audit on August 2 and 3 and will present their findings to the Board in late fall.
5. There will be no regular school board meeting on Monday, July 3.
6. David Kortan, Steve Snobl and Ron Halvorson, Bus Drivers, distributed a letter of grievance for the Board to read regarding bus safety. There are two bus routes that have a high number student discipline issues that distract the bus drivers' attention from their driving. The bus drivers asked the Board to add a bus monitor to the two bus routes to help deal with student behavior/discipline issues. The Board requested that the Transportation Committee address the discipline and policy related to supervision issue and bring a recommendation back to the Board. The bus drivers asked for a closed meeting to address the Board regarding a personnel issue. A closed School Board meeting will be held on Monday, July 10 at 6:00 p.m. in High School Room 101.
7. The Board, administration and students held a lengthy discussion regarding Policy 570 – Student Cell Phone. Jeremy Davies and LeAnn Agnes would like to ban cell phone usage during the school day (8:24 a.m. – 3:06 p.m.). Renee Benson feels that we should teach our students proper cell phone etiquette and digital citizenship and allow cell phone usage during class passing times and lunch periods. Students McKenzie Halverson, Jarret Merschman and Isaiah Tramm presented reason why students should be allowed to have cell phones in school. The Board will hold a Special School Board meeting on Monday, July 10 at 7:00 p.m. in High School Room 101. This is a working session so the public is welcome to attend but no public comment or input will be allowed.
8. Principal Lee Furuseth presented the Bagley K-6 Literacy Plan 2017-2018. It is posted to the Bagley School Website.

9. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to adopt resolution accepting gifts/donations to Bagley Public Schools:

WHEREAS the following; therefore, **BE IT RESOLVED** by the School Board of Independent School District #162 – Bagley School Board does hereby accepts the following donations:

- *\$2,753.00 from Region II Arts Council for Summer Recreation
- *\$2,883.29 from Prevent Child Abuse for CCCVC
- *\$4.39 from Kula Foundation/Kelloggs for Elementary School
- *\$153.13 from Mahube Otwa for School Readiness
- *\$4,166.64 from State of Minnesota for Pathways II/School Readiness

Motion passed 6-0.

10. A motion was made by Jeremy Davies, seconded by Wendy Fultz to authorize the Superintendent to pay all outstanding bills through June 30, and make fund and budget adjustments to close out the funds for the 2016-2017 school year and to prepare for the annual school audit. Motion passed 6-0.
11. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve the 2017-2018 SY preliminary budget. Motion passed 6-0.
12. A motion was made by Amy Fontaine, seconded by Wendy Fultz to authorize the MREA membership renewal FY 2017-2018 in the amount of \$2,189.00. Motion passed 6-0.
13. A motion was made by LeAnn Agnes, seconded by Jeremy Davies to approve the Twin Pines Golf Course annual lease agreement FY 2017-2018 in the amount of \$3,100. Motion passed 6-0.
14. A motion was made by Amy Fontaine, seconded by Renee Benson to accept Darin Halvorson Roofing bid for labor and materials with additional R38 insulation in the amount of \$27,369.54. WTI General Services proposal in the amount of \$62,342 was not accepted. Motion passed 6-0.
15. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to accept Anderson Ladd, Inc. quote for wrestling room pads in the amount of \$18,260. Motion passed 6-0.
16. Principal Furuseth request to hold the BES open house on Wednesday, August 30, 2017, instead of Thursday, August 31, 2017. The change in the date is because staff are attending a workshop the morning of August 31 in Bemidji and parents who have children in both buildings have a hard time attending both open houses. Request failed to pass due to a lack of a motion.
17. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to revise Policy 458 – Direct Deposit. Motion passed 6-0.
18. A motion was made by Amy Fontaine, seconded by Renee Benson to revise Policy 840 & 840F – Facility and Equipment Use. Motion passed 6-0.
19. The Board reviewed Policy 513 – Student Promotion, Retention and Program Design. After a short discussion, the Board requested clarification of two sections of the policy and adoption was postponed until the July 17 meeting.
20. A motion was made by Amy Fontaine, seconded by Jeremy Davies, to hire Sarah Durand as an elementary school teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.

21. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to hire Kelsi Fraley as a paraprofessional contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 6-0.
22. A motion was made by Renee Benson, seconded by Jeremy Davies to hire Steve Mayer as a paraprofessional. Motion passed 6-0.
23. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to hire Jessica Lewis as a paraprofessional contingent upon meeting the No Child Behind requirements and receipt of a satisfactory background check.
24. NEXT AGENDA ITEMS – July 17
 - A. Staffing
 - B. Policy 570 – Student Cell Phone Policy
 - C. Policy 513 – Student Promotion, Retention and Program Design
 - D. Milk and Bread Bids
 - E. Meal Prices
 - F. BES and BHS Student Handbooks
 - G. Long-term Facility Maintenance Ten Year Plan
25. A Closed School Board meeting and Special School Board meeting will be held on Monday, July 10, 2017, in High School Room 101. The closed meeting will begin at 6:00 p.m. and the special meeting will begin at 7:00 p.m. Public is allow to sit in the special meeting without comment or input.
26. The next regular meeting of the School Board will be held on Monday, July 17, 2017, at 7:30 p.m. in High School Room 101.
27. A motion was made by Amy Fontaine to adjourn the meeting at 9:19 p.m. Motion passed 6-0.

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

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

**BAGLEY PUBLIC SCHOOLS
SPECIAL SCHOOL BOARD MEETING
JULY 10, 2017
MINUTES**

The special meeting of the School Board, Independent School District #162 was held on Monday, July 10, 2017, at 7:00 a.m. at High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Renee Benson, Jeremy Davies, 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 Jeremy Davies, seconded by LeAnn Agnes to remove “and passing times”.

Cell Phones & Personal Electronic Devices (CP-PEDs) not issued by the School District, may only be used by students before and after school. Students in grades 7-12 may also use CP-PEDs during lunch periods ~~and passing times.~~

Roll call: Adam Broden – yes; Wendy Fultz, - yes; Jeremy Davies – yes; Renee Benson – no; Jamie Grover – no; LeAnn Agnes – yes; Amy Fontaine – no. Motion passed 4-3.

2. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to include “having on the person or” to the following sentence:

During all other instructional hours, students are prohibited from having on the person or using CP-PEDs which include but are not limited to the following: blue tooth devices, radios, CD players, MP3 players (i-pods), tablets, handheld computers, or video games.

Roll call: Adam Broden – yes; Wendy Fultz – yes; Jeremy Davies – yes; Renee Benson – no; Jamie Grover – no; LeAnn Agnes – yes; Amy Fontaine – no. Motion passed 4-3.

3. A motion was made by Jeremy Davies to remove the strike out from “all photography capable devices are permanently banned”, “from”, “and”, “prohibited” and “and during assemblies” and remove “cell phone use and photographs are prohibited in” from the following paragraph:

All photography capable devices are permanently banned ~~Cell phone use and photographs are prohibited in,~~ from locker rooms, and bath rooms, and during assemblies.

Motion failed lack of second motion.

4. A motion was made by LeAnn, seconded by Jamie Grover to keep the following paragraph as per May 23 draft:

~~All photography capable devices are permanently banned~~ Cell phone use and photographs are prohibited in, ~~from~~ locker rooms, ~~and~~ bathrooms, and during assemblies.

Motion passed 7-0.

5. A motion was made by LeAnn Agnes, seconded by Jamie Grover to keep the following paragraph as per May 23 draft:

Consequences, including disciplinary action pursuant to the District’s discipline policy, and/or confiscation of the device, ~~may~~ will occur if the policy rules are not followed. CP-PEDs that are confiscated and retained by the school district will be returned in accordance with school building procedures. Failure to surrender the device to a staff member will be considered insubordination. If the school district has a reasonable suspicion that a student has violated a school rule by use of a CP-PED, the school district may search that device and if applicable, may be turned over to law enforcement. ~~These devices are disruptive in class and very prone to theft.~~ School District #162 ~~is~~ will not be held responsible for ~~lost loss/or stolen~~ theft/or destruction of ~~technology~~ the CP-PEDs.

Motion passed 7-0.

6. A motion was made by Amy Fontaine to adjourn at 8:23 p.m.

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

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

Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	58165	1242		AAPC PUBLISHING		Check	
				E 01	100 411 740 433 000	9052 - ISBN 9781934575611 FRIENDLY FAC		\$19.95
				E 01	100 411 740 433 000	9106 - ISBN 9781937473884 TEACHING STL		\$24.95
				E 01	100 411 740 433 000	9107 - ISBN 9781937473822 BEHAVIOR MAF		\$19.95
				E 01	100 411 740 433 000	9081 - ISBN 9781937473112 I HATE TO WRI		\$24.95
				E 01	100 411 740 433 000	Freight		\$9.00
		Voucher #:	65571	Invoice	Invoice No: 141919	7/17/2017	Paid Amt:	\$98.80
							Check Amount:	\$98.80
0162	FNB	58166	1142		ACME TOOLS - BEMIDJI		Check	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$625.40
		Voucher #:	65443	Invoice	Invoice No: 5018494	7/17/2017	Paid Amt:	\$625.40
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$448.99
		Voucher #:	65624	Invoice	Invoice No: 5069471	7/17/2017	Paid Amt:	\$448.99
							Check Amount:	\$1,074.39
0162	FNB	58167	01725		AMERIPRIDE LINEN, INC.		Check	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$35.00
		Voucher #:	65525	Invoice	Invoice No: 3501081754	7/17/2017	Paid Amt:	\$35.00
							Check Amount:	\$35.00
0162	FNB	58168	02343		AMSTERDAM PRINITNG AND LITHO		Check	
				E 01	100 050 000 401 000	CUSTOM CALENDARS		\$279.00
				E 01	100 050 000 401 000	PLATE CHARGE		\$19.95
				E 01	100 050 000 401 000	SHIPPING		\$49.51
		Voucher #:	65394	Invoice	Invoice No: 5659119	7/17/2017	Paid Amt:	\$348.46
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED QUOTE #D359912		\$78.32
		Voucher #:	65440	Invoice	Invoice No: 5661550	7/17/2017	Paid Amt:	\$78.32
							Check Amount:	\$426.78
0162	FNB	58169	04945		BAGLEY BAKERY		Check	
				E 01	300 605 320 490 000	8 OZ WHITE SANDWICH BUNS		\$22.00
				E 01	300 605 320 490 000	9 OZ DARK BUNS		\$24.75
		Voucher #:	65496	Invoice	Invoice No: 961552	7/17/2017	Paid Amt:	\$46.75
							Check Amount:	\$46.75
0162	FNB	58170	18860		BAGLEY COOP OIL ASSN.		Check	
				E 01	300 292 000 490 295	Food-Athletic Support		\$275.90
		Voucher #:	65557	Invoice	Invoice No: JUNE17	7/17/2017	Paid Amt:	\$275.90
							Check Amount:	\$275.90
0162	FNB	58171	18860		BAGLEY COOP OIL ASSN.		Check	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$1,884.64
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$296.14

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	58171	18860		BAGLEY COOP OIL ASSN.		Check	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,035.30
		Voucher #: 65556	Invoice		Invoice No: JUNE17	7/17/2017		
							Paid Amt:	\$3,216.08
							Check Amount:	\$3,216.08
0162	FNB	58172	05980		BAGLEY MERCANTILE HARDWARE,INC		Check	
				E 01	005 850 000 401 850	General Supplies		\$94.86
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$279.22
		Voucher #: 65549	Invoice		Invoice No: JUNE17	7/17/2017		
							Paid Amt:	\$374.08
							Check Amount:	\$374.08
0162	FNB	58173	08165		BEMIDJI PUBLIC SCHOOLS		Check	
				E 01	100 640 316 366 000	Travel-Staff Development		\$1,056.98
		Voucher #: 65455	Invoice		Invoice No: 6703	7/17/2017		
							Paid Amt:	\$1,056.98
							Check Amount:	\$1,056.98
0162	FNB	58174	08280		BEMIDJI REGIONAL INTERDISTRICT		Check	
				E 01	005 760 723 396 000	Special Ed Salary - Purchased		\$6,269.40
				E 01	005 760 723 397 000	Special Ed Fringe - Purchased		\$949.81
				E 01	005 420 740 396 000	Special Ed Salary - Purchased		\$23,108.91
				E 01	005 420 740 397 000	Special Ed Fringe - Purchased		\$3,811.07
				E 01	005 402 740 396 000	Mild Cognitive Spec Ed Salary - Pur		\$1,121.48
				E 01	005 402 740 397 000	Mild Cognitive Spec Ed Fringe - Pur		\$169.90
				E 01	005 405 740 396 000	Deaf/Hard of Hearing Salary - Purchased		\$4,034.00
				E 01	005 405 740 397 000	Deaf/Hard of Hearing Fringe - Purchased		\$778.29
				E 01	005 406 740 396 000	Visually Impaired Salary - Purchased		\$1,121.48
				E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased		\$169.90
				E 01	005 410 740 396 000	Special Ed Salary - Purchased		\$4,034.00
				E 01	005 410 740 397 000	Special Ed Fringe - Purchased		\$778.29
				E 01	005 411 740 396 000	Autism Salary - Purchased		\$17,317.28
				E 01	005 411 740 397 000	Autism Fringe - Purchased		\$3,141.73
				E 01	005 412 740 396 000	Special Ed Salary - Purchased		\$1,121.49
				E 01	005 412 740 397 000	Special Ed Fringe - Purchased		\$169.91
				E 01	005 416 740 396 000	Multi Needs Spec Ed Salary - Purc		\$2,242.97
				E 01	005 416 740 397 000	Multi Needs Spec Ed Fringe - Pur		\$339.81
				E 01	100 401 740 396 000	Speech Salary- Purchased		\$7,921.80
				E 01	100 401 740 397 000	Speech Fringe - Purchased		\$1,537.20
				E 01	100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased		\$5,777.09
				E 01	100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased		\$1,220.83
				E 01	100 408 740 396 000	EBD Salary - Purchased		(\$4,191.14)
				E 01	100 408 740 397 000	EBD Fringe - Purchased		(\$687.70)
				E 01	100 410 740 396 000	Other Health Dis. Salary - Purchased		\$18,070.07

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58174	08280		BEMIDJI REGIONAL INTERDISTRICT		Check
				E 01	100 410 740 397 000	Other Health Dis. Fringe - Purchased	\$3,150.12
				E 01	100 411 740 396 000	Autism Salary - Purchased	\$17,767.53
				E 01	100 411 740 397 000	Autism Fringe - Purchased	\$3,417.77
				E 01	100 412 740 396 000	ECSE Salary - Purchased	\$5,284.66
				E 01	100 412 740 397 000	ECSE Fringe - Purchased	\$1,174.59
				E 01	100 414 740 396 000	Special Ed Salary - Purchased	\$2,016.62
				E 01	100 414 740 397 000	Special Ed Fringe - Purchased	\$429.26
				E 01	100 416 740 396 000	Multi Needs Salary - Purchased	\$9,336.57
				E 01	100 416 740 397 000	Multi Needs Fringe - Purchased	\$1,498.65
				E 01	100 420 740 396 000	Special Ed Salary - Purchased	(\$11,642.49)
				E 01	100 420 740 397 000	Special Ed Fringe - Purchased	(\$2,622.35)
				E 01	300 402 740 396 000	MM-Cognitive Dis. Salary - Purchased	\$5,802.62
				E 01	300 402 740 397 000	MM - Cognitive Dis. Fringe - Purchased	\$1,052.34
				E 01	300 403 740 396 000	SP Cognitive Dis. Salary - Purchased	\$7,312.80
				E 01	300 403 740 397 000	SP Cognitive Dis. Fringe - Purchased	\$1,410.39
				E 01	300 408 740 396 000	EBD Salary - Purchased	(\$7,265.00)
				E 01	300 408 740 397 000	EBD Fringe - Purchased	(\$1,292.46)
				E 01	300 410 740 396 000	Other Health Dis. Salary - Purchased	\$14,594.00
				E 01	300 410 740 397 000	Other Health Dis. Fringe - Purchased	\$2,813.79
				E 01	300 411 740 396 000	ASD/Autism Salary - Purchased	\$7,092.09
				E 01	300 411 740 397 000	ASD/Autism Fringe - Purchased	\$1,286.20
				E 01	300 420 740 396 000	Special Ed Salary - Purchased	(\$9,970.15)
				E 01	300 420 740 397 000	Special Ed Fringe - Purchased	(\$1,717.99)
				E 01	100 403 740 399 000	Purchase of Spec Ed Contracted	\$833.82
				E 01	100 416 740 399 000	Purchase of Spec Ed Contracted	\$833.82
Voucher #:	65497	Invoice	Invoice No:		06282017	7/17/2017	Paid Amt: \$152,925.07
		E 01			005 400 000 305 000	Consulting/Fees For Services	\$6,474.14
Voucher #:	65498	Invoice	Invoice No:		72817	7/17/2017	Paid Amt: \$6,474.14
		E 01			100 420 740 399 000	Purchase of Spec Ed Contracted	\$5,783.04
Voucher #:	65499	Invoice	Invoice No:		072817	7/17/2017	Paid Amt: \$5,783.04
		E 01			100 420 740 396 000	Special Ed Salary - Purchased	\$2,240.82
		E 01			100 420 740 397 000	Special Ed Fringe - Purchased	\$339.49
		E 01			100 412 740 399 000	Purchase of Spec Ed Contracted	\$1,125.34
Voucher #:	65644	Invoice	Invoice No:		071317	7/17/2017	Paid Amt: \$3,705.65
Check Amount:							\$168,887.90

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58175	08625		BEMIDJI WELDERS SUPPLY		Check		
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$85.50	
		Voucher #: 65511	Invoice		Invoice No: B17060012	7/17/2017			
								Paid Amt:	\$85.50
								Check Amount:	\$85.50
0162	FNB	58176	09119		BIO CORPORATION		Check		
				E 01	300 260 000 430 000	EW0912F 9"-12" EARTHWORM (50 PK)		\$22.00	
				E 01	300 260 000 430 000	CF0406P 4"-6" PLAIN CRAYFISH		\$36.00	
				E 01	300 260 000 430 000	LF0445S 4"-4.5" SINGLE LEOPARD FROGS		\$148.50	
				E 01	300 260 000 430 000	VP0709P 7"-9" PRESERVED PERCH		\$58.50	
				E 01	300 260 000 430 000	SHIPPING		\$60.39	
		Voucher #: 65429	Invoice		Invoice No: v5 13073	7/17/2017			
			E 01	300 260 000 430 000	SF0506P 5"-6" PLAIN STARFISH		\$56.25		
		Voucher #: 65647	Invoice		Invoice No: 214815	7/17/2017			
								Paid Amt:	\$325.39
								Paid Amt:	\$56.25
								Check Amount:	\$381.64
0162	FNB	58177	09993		BMI EDUCATIONAL SERVICES		Check		
				E 01	300 211 000 460 000	P6714 NOVEL UNIT: FRANKENSTEIN		\$11.99	
				E 01	300 211 000 460 000	P6466 STUDENT PACKET: FRANKENSTEIN		\$12.99	
				E 01	300 211 000 460 000	SHIPPING		\$5.00	
		Voucher #: 65604	Invoice		Invoice No: 644464	7/17/2017			
								Paid Amt:	\$29.98
								Check Amount:	\$29.98
0162	FNB	58178	1532		BOX MAN, INC		Check		
				E 01	300 291 000 401 141	72X48 BLACK EXHIBIT BOARDS WITH TITLI		\$142.50	
				E 01	300 291 000 401 141	WHITE TITLE BOARDS		\$22.50	
		Voucher #: 65385	Invoice		Invoice No: 13667	7/17/2017			
								Paid Amt:	\$165.00
								Check Amount:	\$165.00
0162	FNB	58179	12219		BSN SPORTS		Check		
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec		\$1,624.91	
		Voucher #: 65509	Invoice		Invoice No: 900107704	7/17/2017			
			E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec		\$139.30		
		Voucher #: 65562	Invoice		Invoice No: 900120390	7/17/2017			
			E 01	300 292 000 401 295	General Supplies-Athletic Support		\$932.55		
		Voucher #: 65563	Invoice		Invoice No: 900127252	7/17/2017			
			E 01	300 292 000 401 295	General Supplies-Athletic Support		\$132.90		
			E 01	300 292 000 401 295	General Supplies-Athletic Support		(\$89.09)		
			E 01	300 292 000 401 295	General Supplies-Athletic Support		(\$56.45)		
		Voucher #: 65626	Invoice		Invoice No: 38668339, 98835171	7/17/2017			
								Paid Amt:	(\$12.64)
								Check Amount:	\$2,684.12

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	58180	1467		CHROMEBOOK PARTS.COM		Check	
				E 01	005 810 000 401 181	TPD-SNG-822-1 DELL 11 P22T CHROMEBO		\$149.95
				E 01	005 810 000 401 181	BEZ-SNG-502-1 DELL P227 CHROMEBOOK		\$149.95
				E 01	005 810 000 401 181	BAC-SNG-508-1 DELL 11 P22T CHROMEBO		\$199.95
				E 01	005 810 000 401 181	LCD-SNG-486-4 DELL 11 P22T CHROMEBO		\$599.85
				E 01	005 810 000 401 181	BAT-SNG-718-1 DELL 11 P22T CHROMEBO		\$449.90
				E 01	005 810 000 401 181	FREE SHIPPING		\$0.00
		Voucher #:	65467	Invoice	Invoice No: 5714	7/17/2017	Paid Amt:	\$1,549.60
							Check Amount:	\$1,549.60
0162	FNB	58181	1382		CINEMA ENTERTAINMENT CORP.		Check	
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$115.00
		Voucher #:	65424	Invoice	Invoice No: 3174	7/17/2017	Paid Amt:	\$115.00
							Check Amount:	\$115.00
0162	FNB	58182	16684		CLEARWATER CO HISTORICAL SOC		Check	
				E 01	100 620 000 401 000	General Supplies-Elem Media		\$15.00
				E 01	300 620 000 401 000	General Supplies-HS Media		\$15.00
		Voucher #:	65616	Invoice	Invoice No: 071117	7/17/2017	Paid Amt:	\$30.00
							Check Amount:	\$30.00
0162	FNB	58183	17734		COMMITTEE FOR CHILDREN		Check	
				E 01	100 200 000 430 000	A000869 EARLY LEARNING CLASSROOM K		\$878.00
				E 01	100 200 000 430 000	SHIPPING - FREE		\$0.00
		Voucher #:	65383	Invoice	Invoice No: 276657	7/17/2017	Paid Amt:	\$878.00
							Check Amount:	\$878.00
0162	FNB	58184	18899		COOLE SCHOOL		Check	
				E 01	100 050 000 401 000	PRIMARY PLANNERS		\$672.30
				E 01	100 050 000 401 000	ELEMENTARY PLANNERS		\$747.00
				E 01	100 050 000 401 000	SHIPPING		\$222.30
		Voucher #:	65529	Invoice	Invoice No: 171797-171798	7/17/2017	Paid Amt:	\$1,641.60
							Check Amount:	\$1,641.60
0162	FNB	58185	1408		CUSTOM SPRINKLERS		Check	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$120.00
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$130.00
		Voucher #:	65560	Invoice	Invoice No: 4639	7/17/2017	Paid Amt:	\$250.00
							Check Amount:	\$250.00
0162	FNB	58186	21200		DAROOS INC.		Check	
				E 01	300 292 000 490 295	Food-Athletic Support		\$162.00
		Voucher #:	65391	Invoice	Invoice No: 67	7/17/2017	Paid Amt:	\$162.00

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58186	21200		DAROOS INC.		Check		
				E 04	005 586 332 490 132	Food- Youth Enrichment-S Rec		\$35.48	
		Voucher #: 65422	Invoice		Invoice No: 2	7/17/2017			
								Paid Amt:	\$35.48
								Check Amount:	\$197.48
0162	FNB	58187	21204		DARRELL'S AUTO GLASS		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$70.75	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$30.00	
		Voucher #: 65441	Invoice		Invoice No: 24882	7/17/2017			
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$41.75	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$30.00	
		Voucher #: 65442	Invoice		Invoice No: 24881	7/17/2017			
								Paid Amt:	\$71.75
								Check Amount:	\$172.50
0162	FNB	58188	21752		DISCOUNT MAGAZINE SUBS SERV IN		Check		
				E 01	300 620 000 430 000	PLEASE SEE ATTACHED SUBSCRIPTION R		\$617.62	
		Voucher #: 65512	Invoice		Invoice No: 7244015	7/17/2017			
								Paid Amt:	\$617.62
								Check Amount:	\$617.62
0162	FNB	58189	21783		DISCOUNT SCHOOL SUPPLY		Check		
				E 04	005 580 325 430 000	PLEASE SEE ATTACHED		\$216.87	
		Voucher #: 65526	Invoice		Invoice No: W28665320101	7/17/2017			
				E 04	005 582 344 430 000	PLEASE SEE ATTACHED		\$210.49	
		Voucher #: 65527	Invoice		Invoice No: W28665150101	7/17/2017			
				E 04	005 582 344 430 000	PLEASE SEE ATTACHED LIST		\$159.87	
				E 04	005 580 325 430 000	PLEASE SEE ATTACHED LIST		\$159.86	
		Voucher #: 65632	Invoice		Invoice No: W28527840101	7/17/2017			
								Paid Amt:	\$319.73
								Check Amount:	\$747.09
0162	FNB	58190	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$42.25	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$271.38	
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$26.00	
		Voucher #: 65620	Invoice		Invoice No: JUNE17	7/17/2017			
				E 01	300 211 000 401 000	WINDOW ENVELOPES		\$274.00	
		Voucher #: 65621	Invoice		Invoice No: 44362	7/17/2017			
								Paid Amt:	\$339.63
								Paid Amt:	\$274.00
								Check Amount:	\$613.63
0162	FNB	58191	28356		FOLLETT SCHOOL SOLUTIONS, INC.		Check		
				E 01	100 620 000 820 000	DESTINY RENEWALS - PLEASE SEE ATTAC		\$465.00	
				E 01	300 620 000 820 000	HIGH SCHOOL		\$235.00	
		Voucher #: 65606	Invoice		Invoice No: 1272985	7/17/2017			
								Paid Amt:	\$700.00
								Check Amount:	\$700.00

Bagley Public Schools #162

July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58192	29582		FREY SCIENTIFIC		Check		
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED		\$276.50	
		Voucher #: 65583	Invoice		Invoice No: 302500156661	7/17/2017			
								Paid Amt:	\$276.50
								Check Amount:	\$276.50
0162	FNB	58193	29841		FUN EXPRESS		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$75.13	
				E 01	100 203 000 401 000	SHIPPING		\$0.00	
		Voucher #: 65648	Invoice		Invoice No: 684599229-01	7/17/2017			Paid Amt: \$75.13
				E 01	100 407 740 433 000	PLEASE SEE ATTACHED		\$38.15	
				E 01	100 407 740 433 000	SHIPPING		\$0.00	
		Voucher #: 65649	Invoice		Invoice No: 684599159-01	7/17/2017			Paid Amt: \$38.15
								Check Amount:	\$113.28
0162	FNB	58194	30521		GALEN'S SUPERMARKET		Check		
				E 04	005 586 332 490 132	Food- Youth Enrichment-S Rec		\$45.12	
		Voucher #: 65629	Invoice		Invoice No: 871358	7/17/2017			Paid Amt: \$45.12
				E 01	300 292 000 490 295	Food-Athletic Support		\$151.80	
		Voucher #: 65630	Invoice		Invoice No: 81114	7/17/2017			Paid Amt: \$151.80
								Check Amount:	\$196.92
0162	FNB	58195	30935		GARDEN VALLEY TELEPHONE		Check		
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$22.96	
				E 04	005 580 325 320 000	Telephone -ECFE		\$22.96	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$2,987.85	
		Voucher #: 65453	Invoice		Invoice No: 200693996	7/17/2017			Paid Amt: \$3,033.77
								Check Amount:	\$3,033.77
0162	FNB	58196	31859		GESELL, GARY		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$54.00	
		Voucher #: 65438	Invoice		Invoice No: 062617	7/17/2017			Paid Amt: \$54.00
								Check Amount:	\$54.00
0162	FNB	58197	33120		GOPHER SPORTS		Check		
				E 01	300 241 000 430 000	PLEASE SEE ATTACHED		\$722.70	
		Voucher #: 65469	Invoice		Invoice No: 9317952	7/17/2017			Paid Amt: \$722.70
				E 01	300 241 000 430 000	BACKORDERED ITEMS		\$393.95	
		Voucher #: 65536	Invoice		Invoice No: 9319972	7/17/2017			Paid Amt: \$393.95
				E 01	100 241 000 430 000	GC71-567 RAINBOW DURA CONT DODGEB		\$119.00	
				E 01	100 241 000 430 000	GC10-898 RAINBOW COTTON BEAN BAG 5		\$39.80	
				E 01	100 241 000 430 000	GC85-388 WOODEN SCOOTERS 12"		\$59.90	
				E 01	100 241 000 430 000	GC85-389 WOODEN SCOOTERS 16"		\$89.90	
				E 01	100 241 000 430 000	GC77-826 MAT TAPE 3"W		\$17.90	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58197	33120		GOPHER SPORTS		Check		
				E 01	100 241 000 430 000	SHIPPING		\$55.50	
		Voucher #:	65619	Invoice	Invoice No: 9321516	7/17/2017			
								Paid Amt:	\$382.00
								Check Amount:	\$1,498.65
0162	FNB	58198	33291		GRAINGER		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$22.27	
		Voucher #:	65445	Invoice	Invoice No: 9474370823	7/17/2017			
								Paid Amt:	\$22.27
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$900.00	
		Voucher #:	65446	Invoice	Invoice No: 9475692340	7/17/2017			
								Paid Amt:	\$900.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$55.02	
		Voucher #:	65518	Invoice	Invoice No: 9481403385	7/17/2017			
								Paid Amt:	\$55.02
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$620.32	
		Voucher #:	65646	Invoice	Invoice No: 9492254861	7/17/2017			
								Paid Amt:	\$620.32
								Check Amount:	\$1,597.61
0162	FNB	58199	1534		GUILFORD PRESS		Check		
				E 01	100 420 740 433 000	978-1-59385-753-0 CREATING ROBUST VOC		\$22.40	
		Voucher #:	65570	Invoice	Invoice No: 1141385	7/17/2017			
								Paid Amt:	\$22.40
								Check Amount:	\$22.40
0162	FNB	58200	36729		HERC-U-LIFT		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$138.36	
		Voucher #:	65622	Invoice	Invoice No: W330330	7/17/2017			
								Paid Amt:	\$138.36
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$138.36	
		Voucher #:	65623	Invoice	Invoice No: W330332	7/17/2017			
								Paid Amt:	\$138.36
								Check Amount:	\$276.72
0162	FNB	58201	1533		HIGH NOON BOOKS		Check		
				E 01	300 411 740 433 000	SP89612 SHADOW LANDS - 15 BOOKS		\$76.00	
				E 01	300 411 740 433 000	88370 TALES OF ROMANCE - 1 SET OF 5 B		\$28.00	
				E 01	300 411 740 433 000	DDD2015 FAERIEGROUND - 4 BOOK SET		\$29.00	
				E 01	300 411 740 433 000	DDD1992 CARTER HIGH MYSTERUES - 5 B		\$39.75	
				E 01	300 411 740 433 000	85515 TOM AND RICKY MYSTERY SERIES		\$28.00	
				E 01	300 411 740 433 000	DDD1776 DRAGON BLOOD - COMPLETE SE		\$34.00	
				E 01	300 411 740 433 000	SHIPPING		\$0.00	
				E 01	300 411 740 433 000	Freight		\$23.47	
		Voucher #:	65599	Invoice	Invoice No: 226610	7/17/2017			
								Paid Amt:	\$258.22
								Check Amount:	\$258.22
0162	FNB	58202	36839		HILL RIVER ELECTRIC, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$402.00	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58202	36839		HILL RIVER ELECTRIC, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$49.97	
		Voucher #:	65444	Invoice	Invoice No: 3332	7/17/2017			
								Paid Amt:	\$451.97
								Check Amount:	\$451.97
0162	FNB	58203	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	100 216 401 430 000	PLEASE SEE ATTACHED		\$267.96	
		Voucher #:	65468	Invoice	Invoice No: 710057289	7/17/2017			
								Paid Amt:	\$267.96
				E 01	100 407 740 433 000	PLEASE SEE ATTACHED QUOTE		\$544.53	
		Voucher #:	65574	Invoice	Invoice No: 710059058	7/17/2017			
								Paid Amt:	\$544.53
								Check Amount:	\$812.49
0162	FNB	58204	1270		IXL LEARNING		Check		
				E 01	100 203 302 460 000	PLEASE SEE ATTACHED QUOTE		\$8,827.50	
				E 01	300 211 302 460 000	HS AMOUNT		\$1,927.50	
		Voucher #:	65615	Invoice	Invoice No: S307367	7/17/2017			
								Paid Amt:	\$10,755.00
								Check Amount:	\$10,755.00
0162	FNB	58205	40742		J&K TROPHY HOUSE		Check		
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec		\$290.35	
		Voucher #:	65628	Invoice	Invoice No: 17273	7/17/2017			
								Paid Amt:	\$290.35
								Check Amount:	\$290.35
0162	FNB	58206	1372		JANELLE PUBLICATION		Check		
				E 01	100 401 740 433 000	4916 STORY SPARKERS		\$0.00	
				E 01	100 401 740 433 000	2524 BIG BOOK OF R CARRYOVER		\$35.00	
				E 01	100 401 740 433 000	SHIPPING		\$7.00	
		Voucher #:	65381	Invoice	Invoice No: 99416	7/17/2017			
								Paid Amt:	\$42.00
				E 01	100 203 000 401 000	9008 PENGUIN PILE-UP		\$26.00	
				E 01	100 203 000 401 000	SHIPPING		\$7.00	
		Voucher #:	65382	Invoice	Invoice No: 99415	7/17/2017			
								Paid Amt:	\$33.00
								Check Amount:	\$75.00
0162	FNB	58207	42294		JOSTENS INC		Check		
				E 01	300 211 000 401 199	General Supplies-Graduation		\$26.81	
		Voucher #:	65507	Invoice	Invoice No: 20361761	7/17/2017			
								Paid Amt:	\$26.81
								Check Amount:	\$26.81
0162	FNB	58208	1535		KRANOS CORPORATION		Check		
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$2,042.20	
		Voucher #:	65546	Invoice	Invoice No: 73864	7/17/2017			
								Paid Amt:	\$2,042.20
								Check Amount:	\$2,042.20
0162	FNB	58209	05598		KUBIAK'S FAMILY FOODS		Check		
				E 02	005 770 709 401 000	General Supplies-Summer Food Service		\$5.89	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58209	05598		KUBIAK'S FAMILY FOODS		Check
				E 02	005 770 709 490 000	Food- Summer Food Service	\$13.11
				E 04	005 505 321 401 000	General Supplies-Comm Ed	\$9.90
		Voucher #:	65614	Invoice	Invoice No: JUNE17	7/17/2017	Paid Amt: \$28.90
							Check Amount: \$28.90
0162	FNB	58210	41616	REMIT	KURTZ BROTHERS, INC.		Check
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$81.51
		Voucher #:	65395	Invoice	Invoice No: 35101.00	7/17/2017	Paid Amt: \$81.51
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$68.68
		Voucher #:	65396	Invoice	Invoice No: 35215.00	7/17/2017	Paid Amt: \$68.68
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$112.99
		Voucher #:	65403	Invoice	Invoice No: 34686.00	7/17/2017	Paid Amt: \$112.99
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$90.40
		Voucher #:	65404	Invoice	Invoice No: 34884.00	7/17/2017	Paid Amt: \$90.40
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$197.97
		Voucher #:	65435	Invoice	Invoice No: 36400.00	7/17/2017	Paid Amt: \$197.97
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$75.08
		Voucher #:	65436	Invoice	Invoice No: 36593.00	7/17/2017	Paid Amt: \$75.08
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$148.76
		Voucher #:	65437	Invoice	Invoice No: 3735.00	7/17/2017	Paid Amt: \$148.76
				E 01	300 270 000 430 000	PLEASE SEE ATTACHED	\$209.30
		Voucher #:	65465	Invoice	Invoice No: 37793.00	7/17/2017	Paid Amt: \$209.30
				E 01	300 291 000 401 141	PLEASE SEE ATTACHED	\$114.44
		Voucher #:	65466	Invoice	Invoice No: 37815.00	7/17/2017	Paid Amt: \$114.44
				E 01	100 216 401 401 000	PLEASE SEE ATTACHED SHEETS	\$219.83
		Voucher #:	65633	Invoice	Invoice No: 37377.00	7/17/2017	Paid Amt: \$219.83
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$125.01
		Voucher #:	65634	Invoice	Invoice No: 36257.00	7/17/2017	Paid Amt: \$125.01
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$156.99
		Voucher #:	65635	Invoice	Invoice No: 36251.00	7/17/2017	Paid Amt: \$156.99
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED ORDER	\$198.29
		Voucher #:	65636	Invoice	Invoice No: 36240.00	7/17/2017	Paid Amt: \$198.29
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$221.37
		Voucher #:	65637	Invoice	Invoice No: 36204.00	7/17/2017	Paid Amt: \$221.37
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$282.85
		Voucher #:	65638	Invoice	Invoice No: 35206.00	7/17/2017	Paid Amt: \$282.85
				E 01	100 203 000 401 000	T-8068 US GOVERNMENT B BOARD	\$38.96
				E 01	100 203 000 401 000	SE-1000 CONTINENTS NOTEPAD	\$17.96
				E 01	100 203 000 401 000	LER-2434 INFLATABLE SOLAR SYSTEM	\$149.96

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58210	41616	REMIT	KURTZ BROTHERS, INC.		Check		
				E 01	100 203 000 401 000	CPR-978-1-4296-3537-0 PATTERNS IN NATL		\$0.00	
				E 01	100 203 000 401 000	EI-5101 SPROUT & GROW WINDOW		\$68.96	
		Voucher #: 65639	Invoice		Invoice No: 35202.00	7/17/2017	Paid Amt:	\$275.84	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$291.47	
		Voucher #: 65640	Invoice		Invoice No: 35175.00	7/17/2017	Paid Amt:	\$291.47	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$228.79	
		Voucher #: 65641	Invoice		Invoice No: 35169.00	7/17/2017	Paid Amt:	\$228.79	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$145.51	
		Voucher #: 65642	Invoice		Invoice No: 35164.00	7/17/2017	Paid Amt:	\$145.51	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$100.14	
		Voucher #: 65643	Invoice		Invoice No: 35142.00	7/17/2017	Paid Amt:	\$100.14	
								Check Amount:	\$3,345.22
0162	FNB	58211	44105		LAFAYETTE HIGH SCHOOL		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$300.00	
		Voucher #: 65650	Invoice		Invoice No: 071317	7/17/2017	Paid Amt:	\$300.00	
								Check Amount:	\$300.00
0162	FNB	58212	44218		LAKESHORE LEARNING MATERIALS		Check		
				E 01	100 200 000 401 000	PLEASE SEE ATTACHED		\$425.53	
		Voucher #: 65397	Invoice		Invoice No: 3962600617	7/17/2017	Paid Amt:	\$425.53	
				E 01	100 203 000 401 000	BX700X HEAVY DUTY BIG BINS - SET OF 6		\$47.49	
		Voucher #: 65398	Invoice		Invoice No: 3972650617	7/17/2017	Paid Amt:	\$47.49	
				E 01	100 203 000 401 000	LC166 THINKING HANDS ON MULT & DIVISI		\$28.49	
				E 01	100 203 000 401 000	DS250X PRIMARY SOURCE DOC - COMPLE		\$42.75	
		Voucher #: 65399	Invoice		Invoice No: 4013850617	7/17/2017	Paid Amt:	\$71.24	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$230.84	
		Voucher #: 65400	Invoice		Invoice No: 4016000617	7/17/2017	Paid Amt:	\$230.84	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$208.97	
		Voucher #: 65401	Invoice		Invoice No: 4016010617	7/17/2017	Paid Amt:	\$208.97	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$66.48	
		Voucher #: 65402	Invoice		Invoice No: 4016020617	7/17/2017	Paid Amt:	\$66.48	
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED		\$113.95	
		Voucher #: 65413	Invoice		Invoice No: 4042260617	7/17/2017	Paid Amt:	\$113.95	
				E 04	005 582 344 430 000	PLEASE SEE ATTACHED		\$67.42	
		Voucher #: 65535	Invoice		Invoice No: 4294940617	7/17/2017	Paid Amt:	\$67.42	
								Check Amount:	\$1,231.92

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58213	1410		LAURIE'S BLINDS AND DESIGN		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$880.00	
		Voucher #: 65561	Invoice		Invoice No: JUNE17	7/17/2017			
								Paid Amt:	\$880.00
								Check Amount:	\$880.00
0162	FNB	58214	44921		LEARNING ZONE XPRESS		Check		
				E 02	005 770 701 401 000	PLEASE SEE ATTACHED		\$126.30	
				E 02	005 770 701 401 000	SHIPPING		\$14.95	
		Voucher #: 65414	Invoice		Invoice No: 350085	7/17/2017			
								Paid Amt:	\$141.25
								Check Amount:	\$141.25
0162	FNB	58215	45536		LIBRARY STORE, INC.		Check		
				E 01	100 620 000 401 000	MB16-0260 1 1/4" X 3" CLEAR LABEL LOCK		\$61.94	
				E 01	100 620 000 401 000	Freight		\$12.82	
		Voucher #: 65595	Invoice		Invoice No: 272612	7/17/2017			
				E 01	300 620 000 401 000	PLEASE SEE ATTACHED SHEET		\$86.69	
		Voucher #: 65596	Invoice		Invoice No: 272654	7/17/2017			
								Paid Amt:	\$86.69
								Check Amount:	\$161.45
0162	FNB	58216	46102		LINCOLN LIBRARY PRESS		Check		
				E 01	300 620 000 430 000	PLEASE SEE ATTACHED SUBSCRIPTON RE		\$198.00	
		Voucher #: 65594	Invoice		Invoice No: 27047	7/17/2017			
								Paid Amt:	\$198.00
								Check Amount:	\$198.00
0162	FNB	58217	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$646.20	
		Voucher #: 65558	Invoice		Invoice No: JUNE17	7/17/2017			
								Paid Amt:	\$646.20
								Check Amount:	\$646.20
0162	FNB	58218	47626		MARK'S HARDWARE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$97.68	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,396.75	
		Voucher #: 65547	Invoice		Invoice No: JUNE17	7/17/2017			
								Paid Amt:	\$1,494.43
								Check Amount:	\$1,494.43
0162	FNB	58219	1209		MASSP		Check		
				E 01	300 050 000 820 000	MASSP DUES		\$583.00	
				E 01	300 050 000 820 000	NASSP DUES		\$250.00	
				E 01	300 050 000 820 000	DIVISION DUES		\$25.00	
		Voucher #: 65409	Invoice		Invoice No: 062117	7/17/2017			
								Paid Amt:	\$858.00
								Check Amount:	\$858.00
0162	FNB	58220	1530		MATH SUPPLIES		Check		
				E 01	300 256 000 430 000	M150243 GRAPH STICKERS ACCENTUATEI		\$42.00	
				E 01	300 256 000 430 000	M150247 GRAPH STICKERS 1ST QUAD		\$42.00	

Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58220	1530		MATH SUPPLIES		Check		
				E 01	300 256 000 430 000	M150241 GRAPH STICKERS #ED AXIS		\$42.00	
				E 01	300 256 000 430 000	SHIPPING - FREE		\$0.00	
				E 01	300 256 000 430 000	HANDLING FEE		\$4.50	
		Voucher #:	65530	Invoice	Invoice No: 00164531	7/17/2017		Paid Amt:	\$130.50
								Check Amount:	\$130.50
0162	FNB	58221	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	REPLACE KARI GERBRACHT'S SINK & COL		\$0.00	
				E 01	310 810 000 401 000	WORK ORDERS FOR CABINETS		\$925.19	
		Voucher #:	65388	Invoice	Invoice No: 26654	7/17/2017		Paid Amt:	\$925.19
				E 01	310 810 000 401 000	SUPPLIES FOR STORAGE CABINETS & CO		\$1,837.36	
		Voucher #:	65389	Invoice	Invoice No: 26653	7/17/2017		Paid Amt:	\$1,837.36
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$262.27	
		Voucher #:	65625	Invoice	Invoice No: 32690498	7/17/2017		Paid Amt:	\$262.27
								Check Amount:	\$3,024.82
0162	FNB	58222	51919		MN RURAL ED ASSN.		Check		
				E 01	005 110 000 820 000	Dues and Membership-Business Office		\$2,189.00	
		Voucher #:	65408	Invoice	Invoice No: 062117	7/17/2017		Paid Amt:	\$2,189.00
								Check Amount:	\$2,189.00
0162	FNB	58223	54338		NASCO		Check		
				E 01	300 256 000 430 000	PLEASE SEE ATTACHED		\$125.65	
		Voucher #:	65439	Invoice	Invoice No: 464644	7/17/2017		Paid Amt:	\$125.65
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED		\$152.76	
		Voucher #:	65461	Invoice	Invoice No: 466352	7/17/2017		Paid Amt:	\$152.76
				E 01	300 212 000 430 000	PLEASE SEE ATTACHED		\$62.60	
		Voucher #:	65463	Invoice	Invoice No: 466328	7/17/2017		Paid Amt:	\$62.60
				E 01	300 260 000 430 000	BACKORDERED ITEMS		\$8.40	
		Voucher #:	65510	Invoice	Invoice No: 472124	7/17/2017		Paid Amt:	\$8.40
				E 01	300 260 000 430 000	BACKORDERED ITEMS		\$55.12	
		Voucher #:	65601	Invoice	Invoice No: 484571	7/17/2017		Paid Amt:	\$55.12
								Check Amount:	\$404.53
0162	FNB	58224	55481		NATIVE REFLECTIONS, INC.		Check		
				E 01	300 605 510 401 000	DT-18 2018 DESKTOP CALENDAR		\$47.85	
				E 01	300 605 510 401 000	BMP-01 2018 MONTHLY PLANNER		\$12.95	
				E 01	300 605 510 401 000	NDH-01 CALENDAR HEADERS		\$21.90	
				E 01	300 605 510 401 000	RA-20 RECOGNITION AWARDS - CONGRAT		\$17.90	
				E 01	300 605 510 401 000	RA-57 RECOGNITION AWARDS - THANK YC		\$17.90	
				E 01	300 605 510 401 000	RA-19 RECOGNITION AWARD - ATTENDAN		\$17.90	
				E 01	300 605 510 401 000	RA-36 RECOGNITION AWARD - TEACHER A		\$17.90	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58224	55481		NATIVE REFLECTIONS, INC.		Check
				E 01	300 605 510 401 000	GD-04 GIANT DECORATION - FEATHER	\$9.95
				E 01	300 605 510 401 000	GD-12 GIANT DECORATION - HOOP DANCE	\$9.95
				E 01	300 605 510 401 000	GD-14 GIANT DECORATION - MEDICINE WH	\$9.95
				E 01	300 605 510 401 000	ST-10 ROUND SEVEN TEACHING POSTER	\$19.95
				E 01	300 605 510 401 000	ST-18 BRINGERS TEACHINGS POSTER SE	\$19.95
				E 01	300 605 510 401 000	ST-35 ANIMAL SEVE TEACHINGS POSTER :	\$19.95
				E 01	300 605 510 401 000	LDP-03 DECORATION PACK	\$19.95
				E 01	300 605 510 401 000	SB-43 SCHOOL BOARDER - FEATHERS	\$10.95
				E 01	300 605 510 401 000	SB-17 SCHOOL BOARDER - DREAM CATCH	\$10.95
				E 01	300 605 510 401 000	SB-48 SCHOOL BOARDER - MEDICINE WHI	\$10.95
				E 01	300 605 510 401 000	SB-63 SCHOOL BOARDER - FAN	\$10.95
				E 01	300 605 510 401 000	SHIPPING	\$30.78
		Voucher #:	65618	Invoice	Invoice No: 153258	7/17/2017	Paid Amt: \$338.53
							Check Amount: \$338.53
0162	FNB	58225	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$289.09
		Voucher #:	65552	Invoice	Invoice No: 123740	7/17/2017	Paid Amt: \$289.09
				E 01	310 810 000 305 000	Fees For Services-Maintenance	\$472.50
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$135.65
		Voucher #:	65553	Invoice	Invoice No: 123861	7/17/2017	Paid Amt: \$608.15
				E 01	310 810 000 305 000	Fees For Services-Maintenance	\$1,127.50
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$40.83
		Voucher #:	65554	Invoice	Invoice No: 123862	7/17/2017	Paid Amt: \$1,168.33
				E 01	310 810 000 305 000	Fees For Services-Maintenance	\$1,381.25
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$1,363.36
		Voucher #:	65555	Invoice	Invoice No: 123864	7/17/2017	Paid Amt: \$2,744.61
							Check Amount: \$4,810.18
0162	FNB	58226	60900		NCS PEARSON, INC.		Check
				E 01	100 203 302 460 000	PLEASE SEE ATTACHED	\$2,800.00
		Voucher #:	65393	Invoice	Invoice No: 11206644	7/17/2017	Paid Amt: \$2,800.00
							Check Amount: \$2,800.00
0162	FNB	58227	1502		NLFX PROFESSIONAL		Check
				E 01	005 810 302 530 000	PLEASE SEE ATTACHED - ELEM SCHOOL S	\$19,709.00
		Voucher #:	65520	Invoice	Invoice No: 173918	7/17/2017	Paid Amt: \$19,709.00
							Check Amount: \$19,709.00
0162	FNB	58228	1152		NORTHLAND TRUST SERVICES		Check
				E 07	005 910 000 720 392	Bond Interest	\$89,757.50
		Voucher #:	65423	Invoice	Invoice No: 062117	7/17/2017	Paid Amt: \$89,757.50

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58228	1152		NORTHLAND TRUST SERVICES		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,850.00	
		Voucher #:	65587	Invoice	Invoice No: 4948	7/17/2017			Paid Amt: \$1,850.00
									Check Amount: \$91,607.50
0162	FNB	58229	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 020 000 366 000	ADMINISTRATORS FORUM, BAUDETTE		\$415.00	
		Voucher #:	65411	Invoice	Invoice No: 30328	7/17/2017			Paid Amt: \$415.00
				E 01	300 640 316 366 000	Travel-Staff Development		\$75.00	
		Voucher #:	65454	Invoice	Invoice No: 30361	7/17/2017			Paid Amt: \$75.00
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$555.00	
		Voucher #:	65528	Invoice	Invoice No: 30401	7/17/2017			Paid Amt: \$555.00
				E 01	005 110 000 820 000	Dues and Membership-Business Office		\$1,200.00	
		Voucher #:	65645	Invoice	Invoice No: 1012	7/17/2017			Paid Amt: \$1,200.00
									Check Amount: \$2,245.00
0162	FNB	58230	59060		OFFICE DEPOT, INC.		Check		
				E 01	300 270 000 430 000	PLEASE SEE ATTACHED		\$39.70	
		Voucher #:	65447	Invoice	Invoice No: 936805286001	7/17/2017			Paid Amt: \$39.70
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$142.77	
		Voucher #:	65448	Invoice	Invoice No: 936798618001	7/17/2017			Paid Amt: \$142.77
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED		\$100.29	
		Voucher #:	65545	Invoice	Invoice No: 936660448001	7/17/2017			Paid Amt: \$100.29
									Check Amount: \$282.76
0162	FNB	58231	60899		PEARSON EDUCATION		Check		
				E 01	100 203 302 460 000	PLEASE SEE ATTACHED		\$59,650.69	
		Voucher #:	65514	Invoice	Invoice No: 7025675862	7/17/2017			Paid Amt: \$59,650.69
									Check Amount: \$59,650.69
0162	FNB	58232	1531		PERFECTION LEARNING		Check		
				E 01	300 270 000 460 000	1350001 US HISTORY AND GOVERNMENT I		\$598.00	
				E 01	300 270 000 460 000	Freight		\$59.80	
		Voucher #:	65605	Invoice	Invoice No: 887109	7/17/2017			Paid Amt: \$657.80
									Check Amount: \$657.80
0162	FNB	58233	62315		POSITIVE PROMOTIONS		Check		
				E 01	100 203 000 401 000	GN-8289F MY ATTENDANCE ROCKS! 2-SIC		\$414.00	
				E 01	100 203 000 401 000	SHIPPING		\$43.47	
		Voucher #:	65464	Invoice	Invoice No: 05799241	7/17/2017			Paid Amt: \$457.47
									Check Amount: \$457.47
0162	FNB	58234	1526		PRIVATE SCHOOL PARTNER		Check		
				E 01	100 216 401 430 000	29317 MANUFACTURER SKU: MPC-5050 HA		\$165.90	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58234	1526		PRIVATE SCHOOL PARTNER		Check		
				E 01	100 216 401 430 000	SHIPPING - FREE		\$0.00	
		Voucher #:	65602	Invoice	Invoice No: 0257101	7/17/2017	Paid Amt:	\$165.90	
							Check Amount:	\$165.90	
0162	FNB	58235	62838		PROJECT LEAD THE WAY,INC.		Check		
				E 01	300 255 000 820 255	PLEASE SEE ATTACHED		\$3,750.00	
		Voucher #:	65387	Invoice	Invoice No: 93081	7/17/2017	Paid Amt:	\$3,750.00	
							Check Amount:	\$3,750.00	
0162	FNB	58236	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$21,544.83	
		Voucher #:	65551	Invoice	Invoice No: JUNE17	7/17/2017	Paid Amt:	\$21,544.83	
							Check Amount:	\$21,544.83	
0162	FNB	58237	63365		QUILL CORPORATION		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$193.96	
		Voucher #:	65392	Invoice	Invoice No: 7568693	7/17/2017	Paid Amt:	\$193.96	
				E 01	300 211 000 401 000	DYMO LABEL TAPE		\$37.98	
				E 01	005 020 000 401 000	PLEASE SEE ATTACHED - BUSINESS OFFI		\$57.45	
		Voucher #:	65544	Invoice	Invoice No: 7744383	7/17/2017	Paid Amt:	\$95.43	
				E 01	100 200 000 401 000	PLEASE SEE ATTACHED		\$198.14	
		Voucher #:	65569	Invoice	Invoice No: 7810792	7/17/2017	Paid Amt:	\$198.14	
							Check Amount:	\$487.53	
0162	FNB	58238	54280		RAMSRUD AUTO PARTS		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$1,184.98	
		Voucher #:	65548	Invoice	Invoice No: JUNE17	7/17/2017	Paid Amt:	\$1,184.98	
							Check Amount:	\$1,184.98	
0162	FNB	58239	64377		REALLY GOOD STUFF, INC.		Check		
				E 01	100 203 000 401 000	163710ANY WIRE ORGANIZING STATION F		\$63.04	
				E 01	100 203 000 401 000	Freight		\$8.95	
		Voucher #:	65406	Invoice	Invoice No: 5974495	7/17/2017	Paid Amt:	\$71.99	
				E 01	100 203 000 401 000	160016ANY BLACK BOOK BASKETS		\$47.74	
		Voucher #:	65407	Invoice	Invoice No: 5974333	7/17/2017	Paid Amt:	\$47.74	
				E 01	100 216 401 401 000	PLEASE SEE ATTACHED		\$56.19	
				E 01	100 216 401 401 000	Freight		\$7.26	
		Voucher #:	65430	Invoice	Invoice No: 5979388	7/17/2017	Paid Amt:	\$63.45	
				E 01	100 420 740 433 000	PLEASE SEE ATTACHED		\$135.37	
		Voucher #:	65431	Invoice	Invoice No: 5979387	7/17/2017	Paid Amt:	\$135.37	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$46.53	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58239	64377		REALLY GOOD STUFF, INC.		Check		
				E 01	100 203 000 401 000	Freight		\$5.55	
	Voucher #:	65432	Invoice		Invoice No: 5979386	7/17/2017		Paid Amt:	\$52.08
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$46.53	
				E 01	100 203 000 401 000	Freight		\$5.55	
	Voucher #:	65433	Invoice		Invoice No: 5979385	7/17/2017		Paid Amt:	\$52.08
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$44.60	
				E 01	100 203 000 401 000	Freight		\$5.61	
	Voucher #:	65434	Invoice		Invoice No: 5979363	7/17/2017		Paid Amt:	\$50.21
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$92.06	
				E 01	100 203 000 401 000	Freight		\$6.19	
	Voucher #:	65460	Invoice		Invoice No: 5980576	7/17/2017		Paid Amt:	\$98.25
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$177.42	
				E 01	100 203 000 401 000	Freight		\$10.17	
	Voucher #:	65462	Invoice		Invoice No: 5980577	7/17/2017		Paid Amt:	\$187.59
								Check Amount:	\$758.76
0162	FNB	58240	64630		REGION I ESV		Check		
				E 01	005 110 000 305 000	2017-18 DESTINIY HOSTING AND SUPPORT		\$2,185.17	
	Voucher #:	65410	Invoice		Invoice No: 4700	7/17/2017		Paid Amt:	\$2,185.17
								Check Amount:	\$2,185.17
0162	FNB	58241	64972		RENAISSANCE LEARNING, INC.		Check		
				E 01	100 203 000 461 000	PLEASE SEE ATTACHED QUOTE #1739242		\$12,155.75	
	Voucher #:	65457	Invoice		Invoice No: 4325857	7/17/2017		Paid Amt:	\$12,155.75
								Check Amount:	\$12,155.75
0162	FNB	58242	1129		ROCKLER WOODWORKING & HARDWARE		Check		
				E 01	300 255 000 430 000	103231 1/4 SHEET RANDOM ORBIT SANDE		\$98.00	
				E 01	300 255 000 430 000	SHIPPING - FREE		\$37.53	
	Voucher #:	65576	Invoice		Invoice No: 4580045	7/17/2017		Paid Amt:	\$135.53
				E 01	300 255 000 430 000	56202 KREG JIG FINE SCREWS 1 1/4"		\$30.59	
				E 01	300 255 000 430 000	52176 KREG JIG COURSE SCREWS 1 1/4"		\$30.59	
				E 01	300 255 000 430 000	70177 TILE BOND WOOD GLUE -GALLON		\$89.96	
				E 01	300 255 000 430 000	22312 GLUE BRUSHES		\$50.96	
				E 01	300 255 000 430 000	POSTAGE		\$13.46	
	Voucher #:	65631	Invoice		Invoice No: 4583004	7/17/2017		Paid Amt:	\$215.56
								Check Amount:	\$351.09

Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58243	1518		rSCHOOL TODAY		Check		
				E 01	300 293 000 366 000	Travel-Athletic Director		\$218.66	
		Voucher #:	65508	Invoice	Invoice No: 32611	7/17/2017		Paid Amt:	\$218.66
								Check Amount:	\$218.66
0162	FNB	58244	66800		SCHOLASTIC, INC.		Check		
				E 01	300 270 000 460 000	020-3569 JR. SCHOLASTIC MAGAZINE		\$212.25	
				E 01	300 270 000 460 000	Freight		\$21.23	
		Voucher #:	65470	Invoice	Invoice No: M6199777	7/17/2017		Paid Amt:	\$233.48
								Check Amount:	\$233.48
0162	FNB	58245	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	300 620 000 430 000	PLEASE SEE ATTACHED		\$183.35	
		Voucher #:	65384	Invoice	Invoice No: 208118345986	7/17/2017		Paid Amt:	\$183.35
				E 01	100 212 000 430 000	PLEASE SEE ATTACHED		\$672.73	
		Voucher #:	65449	Invoice	Invoice No: 208118379899	7/17/2017		Paid Amt:	\$672.73
				E 01	100 212 000 430 000	PLEASE SEE ATTACHED		\$107.08	
		Voucher #:	65450	Invoice	Invoice No: 208118379976	7/17/2017		Paid Amt:	\$107.08
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$129.57	
		Voucher #:	65451	Invoice	Invoice No: 208118378809	7/17/2017		Paid Amt:	\$129.57
				E 01	100 411 740 433 000	PLEASE SEE ATTACHED		\$217.31	
		Voucher #:	65452	Invoice	Invoice No: 308102749226	7/17/2017		Paid Amt:	\$217.31
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$40.48	
		Voucher #:	65459	Invoice	Invoice No: 208118379477	7/17/2017		Paid Amt:	\$40.48
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$245.31	
		Voucher #:	65471	Invoice	Invoice No: 308102750456	7/17/2017		Paid Amt:	\$245.31
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$250.88	
		Voucher #:	65472	Invoice	Invoice No: 308102750472	7/17/2017		Paid Amt:	\$250.88
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$129.95	
		Voucher #:	65473	Invoice	Invoice No: 208118395706	7/17/2017		Paid Amt:	\$129.95
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$101.21	
		Voucher #:	65474	Invoice	Invoice No: 208118395702	7/17/2017		Paid Amt:	\$101.21
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$41.11	
		Voucher #:	65531	Invoice	Invoice No: 308102752894	7/17/2017		Paid Amt:	\$41.11
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$198.50	
		Voucher #:	65532	Invoice	Invoice No: 308102752888	7/17/2017		Paid Amt:	\$198.50
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$249.38	
		Voucher #:	65533	Invoice	Invoice No: 308102752886	7/17/2017		Paid Amt:	\$249.38
				E 01	300 411 740 433 000	PLEASE SEE ATTACHED		\$174.76	
				E 01	300 411 740 433 000	GEN SUP		\$237.08	
		Voucher #:	65537	Invoice	Invoice No: 208118401161	7/17/2017		Paid Amt:	\$411.84

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58245	67160		SCHOOL SPECIALTY, INC.		Check
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$169.77
	Voucher #:	65538	Invoice		Invoice No: 308102751573	7/17/2017	Paid Amt: \$169.77
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$254.67
	Voucher #:	65539	Invoice		Invoice No: 308102751462	7/17/2017	Paid Amt: \$254.67
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$282.41
	Voucher #:	65540	Invoice		Invoice No: 308102751463	7/17/2017	Paid Amt: \$282.41
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED	\$172.82
	Voucher #:	65541	Invoice		Invoice No: 308102751461	7/17/2017	Paid Amt: \$172.82
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED	\$292.86
	Voucher #:	65542	Invoice		Invoice No: 208118401997	7/17/2017	Paid Amt: \$292.86
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED	\$198.09
	Voucher #:	65543	Invoice		Invoice No: 208118401988	7/17/2017	Paid Amt: \$198.09
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED	\$450.81
	Voucher #:	65564	Invoice		Invoice No: 308102753834	7/17/2017	Paid Amt: \$450.81
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED	\$453.99
	Voucher #:	65565	Invoice		Invoice No: 308102753717	7/17/2017	Paid Amt: \$453.99
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$262.88
	Voucher #:	65566	Invoice		Invoice No: 308102753718	7/17/2017	Paid Amt: \$262.88
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$353.19
	Voucher #:	65567	Invoice		Invoice No: 308102753719	7/17/2017	Paid Amt: \$353.19
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$292.25
	Voucher #:	65568	Invoice		Invoice No: 308102753808	7/17/2017	Paid Amt: \$292.25
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED	\$272.43
	Voucher #:	65578	Invoice		Invoice No: 308102760668	7/17/2017	Paid Amt: \$272.43
				E 01	300 270 000 430 000	PLEASE SEE ATTACHED	\$75.58
	Voucher #:	65581	Invoice		Invoice No: 308102758638	7/17/2017	Paid Amt: \$75.58
				E 01	300 270 000 430 000	PLEASE SEE ATTACHED	\$131.26
	Voucher #:	65582	Invoice		Invoice No: 308102758622	7/17/2017	Paid Amt: \$131.26
				E 01	300 255 000 430 000	PLEASE SEE ATTACHED	\$307.69
	Voucher #:	65584	Invoice		Invoice No: 308102758611	7/17/2017	Paid Amt: \$307.69
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$118.48
	Voucher #:	65585	Invoice		Invoice No: 208118441622	7/17/2017	Paid Amt: \$118.48
							Check Amount: \$7,067.88
0162	FNB	58246	69235		SOLID BOTTOM SEPTIC		Check
				E 01	005 850 000 305 850	Fees For Services-School Forest	\$80.00
				E 01	300 292 000 305 295	Consulting/Fees For Services	\$640.00
	Voucher #:	65559	Invoice		Invoice No: JUNE17	7/17/2017	Paid Amt: \$720.00
							Check Amount: \$720.00

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Bagley Public Schools #162

July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58247	1524		STUDIES WEEKLY		Check		
				E 01	100 203 000 401 000	MN6 MN STUDIES WEEKLY - SOCIAL STUD		\$612.00	
		Voucher #:	65513	Invoice	Invoice No: 202676	7/17/2017	Paid Amt:	\$612.00	
							Check Amount:	\$612.00	
0162	FNB	58248	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	005 865 363 305 000	Fees For Services		\$325.50	
		Voucher #:	65519	Invoice	Invoice No: 1195011	7/17/2017	Paid Amt:	\$325.50	
							Check Amount:	\$325.50	
0162	FNB	58249	73228		SUPREME GRAPHICS-SUPREME SCHOOL SUPPLY		Check		
				E 01	300 211 000 401 000	69-12 CLASS RECORD BOOK		\$24.50	
				E 01	300 211 000 401 000	M117-80 TEACHERS DAILY PLAN BOOK		\$58.20	
				E 01	300 211 000 401 000	36 DAILY REFERENCE PLANNER		\$81.25	
				E 01	300 211 000 401 000	714NCR MAKE UP ADMIT SLIPS		\$135.00	
				E 01	300 211 000 401 000	118-RD-NCR PASS OR TRANSFER BOOK		\$325.00	
				E 01	300 211 000 401 000	248RD-NCR PERMIT TO LEAVE THE BUILDI		\$240.00	
				E 01	300 211 000 401 000	Freight		\$68.21	
		Voucher #:	65588	Invoice	Invoice No: 68680	7/17/2017	Paid Amt:	\$932.16	
							Check Amount:	\$932.16	
0162	FNB	58250	74083		TEACHER DIRECT		Check		
				E 01	100 201 000 401 000	337-63398TCR MATHOLOGICAL GAMES		\$11.88	
				E 01	100 201 000 401 000	337-140105CD WORD PROBLEMS		\$13.88	
				E 01	100 201 000 401 000	337-5399LER GRAPHIC ORGANIZER		\$23.88	
				E 01	100 201 000 401 000	337-E34ONR ELMERS GLUE		\$13.88	
				E 01	100 201 000 401 000	337-80556SAN ORGANIZER		\$10.88	
				E 01	100 201 000 401 000	337-WOFQD12 WHITEOUT		\$1.68	
				E 01	100 201 000 401 000	337-6549BMMM NOTEPAD		\$6.88	
				E 01	100 201 000 401 000	337-123OEL LIGHT FILTERS		\$61.76	
				E 01	100 201 000 401 000	337-LL1423BCP NAME PLATE		\$6.88	
				E 01	100 201 000 401 000	337-LL1718BCP LETTERS		\$9.88	
				E 01	100 201 000 401 000	337-2831LER ROBOT MOUSE		\$54.88	
				E 01	100 201 000 401 000	337-17001VP6PKMMM COMMAND HOOKS		\$17.76	
				E 01	100 201 000 401 000	337-80699SAN EXPO MARKERS		\$14.88	
		Voucher #:	65405	Invoice	Invoice No: P465720100022	7/17/2017	Paid Amt:	\$249.00	
				E 01	100 203 000 401 000	336-626640ELP MATH PAGE VALUE SET		\$58.88	
				E 01	100 203 000 401 000	336-97806186747564OU EMOTION ED SET		\$28.78	
				E 01	100 203 000 401 000	SHIPPING		\$0.00	
		Voucher #:	65577	Invoice	Invoice No: P465745300011	7/17/2017	Paid Amt:	\$87.66	
				E 01	100 203 000 401 000	334-30117SSK 17" BLACK SEAT SACKS		\$41.92	

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58250	74083		TEACHER DIRECT		Check		
				E 01	100 203 000 401 000	Freight		\$8.00	
		Voucher #: 65579	Invoice		Invoice No: P465698100012	7/17/2017	Paid Amt:		\$49.92
				E 01	100 203 000 401 000	336-9402MOSAF 24 COMPARTMENT LIT. OF		\$76.88	
				E 01	100 203 000 401 000	336-8397 CTP WOODLAND MAGNETIC DEC		\$10.96	
				E 01	100 203 000 401 000	336-122131CD HIPSTER NAMEPLATES		\$6.96	
				E 01	100 203 000 401 000	336-1945932SAN PAPERMATE INKJOY PEN		\$2.48	
				E 01	100 203 000 401 000	336-5869TCR WELCOME BULLETIN BOARC		\$11.88	
				E 01	100 203 000 401 000	336-5608TCR POLKA DOT PUNCH CARDS		\$10.96	
				E 01	100 203 000 401 000	336-8014T SOLAR SYSTEM		\$10.88	
				E 01	100 203 000 401 000	SHIPPING FREE		\$11.53	
		Voucher #: 65580	Invoice		Invoice No: P465698000022	7/17/2017	Paid Amt:		\$142.53
							Check Amount:		\$529.11
0162	FNB	58251	74179		TEAM LABORATORY CHEMICAL CORP.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$167.02	
		Voucher #: 65517	Invoice		Invoice No: 0006933	7/17/2017	Paid Amt:		\$167.02
							Check Amount:		\$167.02
0162	FNB	58252	74181		TECH CHECK, LLC		Check		
				E 01	005 810 302 555 000	PLEASE SEE ATTACHED QUOTE		\$16,126.38	
		Voucher #: 65379	Invoice		Invoice No: 0032336	7/17/2017	Paid Amt:		\$16,126.38
				E 01	005 810 302 555 000	PLEASE SEE ATTACHED QUOTE# KOIKQ1C		\$33,343.25	
		Voucher #: 65380	Invoice		Invoice No: 0032335	7/17/2017	Paid Amt:		\$33,343.25
				E 01	005 810 000 401 181	PLEASE SEE ATTACHED QUOTE# KOIKQ 1		\$2,169.46	
		Voucher #: 65386	Invoice		Invoice No: 0032362	7/17/2017	Paid Amt:		\$2,169.46
				E 01	005 810 302 555 000	PLEASE SEE ATTACHED QUOTE# KOIKQ1C		\$22,601.18	
		Voucher #: 65412	Invoice		Invoice No: 0032395	7/17/2017	Paid Amt:		\$22,601.18
				E 01	005 810 302 555 000	PLEASE SEE ATTACHED QUOTE		\$19,667.70	
		Voucher #: 65456	Invoice		Invoice No: 0032407	7/17/2017	Paid Amt:		\$19,667.70
				E 01	005 810 302 555 000	Computer Hardware-District		\$3,509.60	
		Voucher #: 65534	Invoice		Invoice No: 0032489	7/17/2017	Paid Amt:		\$3,509.60
							Check Amount:		\$97,417.57
0162	FNB	58253	1489		TFD UNLIMITED, LLC		Check		
				E 01	100 216 401 430 000	BLACK STEREO EARBUD HEADPHONES		\$60.00	
				E 01	100 216 401 430 000	SHIPPING - FREE		\$0.00	
		Voucher #: 65597	Invoice		Invoice No: 0051837	7/17/2017	Paid Amt:		\$60.00
							Check Amount:		\$60.00
0162	FNB	58254	75450		THUNDERBIRD TROPHIES		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$75.65	
		Voucher #: 65375	Invoice		Invoice No: 16382	7/17/2017	Paid Amt:		\$75.65

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Bagley Public Schools #162

July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58254	75450		THUNDERBIRD TROPHIES		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$108.88	
		Voucher #:	65376	Invoice	Invoice No: 16383	7/17/2017	Paid Amt:		\$108.88
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$190.94	
		Voucher #:	65377	Invoice	Invoice No: 16384	7/17/2017	Paid Amt:		\$190.94
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$9.95	
		Voucher #:	65378	Invoice	Invoice No: 16381	7/17/2017	Paid Amt:		\$9.95
							Check Amount:		\$385.42
0162	FNB	58255	76379		TREETOP PUBLISHING		Check		
				E 01	100 203 000 401 000	BOOK 5027 WIDE LINED BARE BOOK 6 3/8;		\$205.00	
				E 01	100 203 000 401 000	SHIPPING		\$20.50	
		Voucher #:	65572	Invoice	Invoice No: 626288	7/17/2017	Paid Amt:		\$225.50
				E 01	100 203 000 401 000	1802 BARE BOOKS - PORTRAIT BLANK BIG		\$208.25	
				E 01	100 203 000 401 000	SHIPPING		\$20.83	
		Voucher #:	65573	Invoice	Invoice No: 626294	7/17/2017	Paid Amt:		\$229.08
							Check Amount:		\$454.58
0162	FNB	58256	1394		TRIARCO		Check		
				E 01	100 212 000 430 000	RA12573 TRIARCO 60# DRAWING PAPER -		\$46.42	
				E 01	100 212 000 430 000	RA12576 TRIARCO ALL MEDIA 80# PAPER -		\$226.48	
		Voucher #:	65600	Invoice	Invoice No: 485626	7/17/2017	Paid Amt:		\$272.90
							Check Amount:		\$272.90
0162	FNB	58257	77877		US-GAMES		Check		
				E 01	100 241 000 430 000	1377245 FITNESS GRAM MANUAL		\$39.00	
				E 01	100 241 000 430 000	734 SAFETY GUARD SCOOTER - RED		\$46.98	
				E 01	100 241 000 430 000	SHIPPING		\$14.62	
		Voucher #:	65586	Invoice	Invoice No: 90157504	7/17/2017	Paid Amt:		\$100.60
							Check Amount:		\$100.60
0162	FNB	58258	79179		VERIZON WIRELESS		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$140.04	
		Voucher #:	65617	Invoice	Invoice No: 9788374659	7/17/2017	Paid Amt:		\$140.04
							Check Amount:		\$140.04
0162	FNB	58259	79188		VERNIER SOFTWARE & TECHNOLOGY		Check		
				E 01	300 260 000 430 000	DES-BTA DUAL RANGE FORCE SENSOR		\$327.00	
				E 01	300 260 000 430 000	GO-MOT GO MOTION		\$119.00	
				E 01	300 260 000 430 000	Freight		\$13.73	
		Voucher #:	65598	Invoice	Invoice No: 5258782	7/17/2017	Paid Amt:		\$459.73
							Check Amount:		\$459.73

Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58260	1130		VEX ROBOTICS		Check		
				E 01	300 211 302 530 000	PIN 270-1920 PLTW GATEWAY VEX KIT		\$4,400.00	
				E 01	300 211 302 530 000	SHIPPING		\$92.76	
		Voucher #:	65575	Invoice	Invoice No: 225780	7/17/2017		Paid Amt:	\$4,492.76
								Check Amount:	\$4,492.76
0162	FNB	58261	79331		VISA		Check		
				E 01	300 256 000 430 000	PLEASE SEE ATTACHED ORDER		\$577.52	
		Voucher #:	65589	Invoice	Invoice No: 5982382	7/17/2017		Paid Amt:	\$577.52
				E 01	300 640 316 401 000	HEART BY TIMOTHY KANOLD		\$24.51	
				E 01	300 640 316 401 000	THE ART & SCIENCE OF TEACHING BY MA		\$30.18	
		Voucher #:	65590	Invoice	Invoice No: 68405423	7/17/2017		Paid Amt:	\$54.69
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$7.00	
		Voucher #:	65591	Invoice	Invoice No: 46373833	7/17/2017		Paid Amt:	\$7.00
				E 01	300 211 000 460 000	PLEASE SEE ATTACHED		\$520.75	
		Voucher #:	65592	Invoice	Invoice No: 63424355	7/17/2017		Paid Amt:	\$520.75
				E 01	300 211 000 460 000	PLEASE SEE ATTACHED		\$163.95	
		Voucher #:	65593	Invoice	Invoice No: 270814947	7/17/2017		Paid Amt:	\$163.95
								Check Amount:	\$1,323.91
0162	FNB	58262	80788		WESTWOOD BUILDING CENTER, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$114.78	
		Voucher #:	65550	Invoice	Invoice No: JUNE17	7/17/2017		Paid Amt:	\$114.78
								Check Amount:	\$114.78
0162	FNB	58263	81075		WILLBERGS AUTO CENTER		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$176.28	
		Voucher #:	65390	Invoice	Invoice No: MAY/JUNE	7/17/2017		Paid Amt:	\$176.28
								Check Amount:	\$176.28
0162	FNB	58264	1422		WISCONSIN CENTER OF ED. PRODUCTS AND SERVICES		Check		
				E 01	300 640 316 305 000	Fees For Services-Staff Development		\$4,974.00	
		Voucher #:	65458	Invoice	Invoice No: AIW_019	7/17/2017		Paid Amt:	\$4,974.00
								Check Amount:	\$4,974.00
0162	FNB	58265	81402		WOODBURN PRESS		Check		
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED QUOTE		\$279.04	
		Voucher #:	65607	Invoice	Invoice No: 75396	7/17/2017		Paid Amt:	\$279.04
								Check Amount:	\$279.04

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Bagley Public Schools #162 July 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58266	81579		WORLD BOOK, INC.		Check
				E 01	300 620 000 820 000	SUBSCRIPTION RENEWAL	\$819.00
	Voucher #:	65603	Invoice		Invoice No: 0001557942	7/17/2017	Paid Amt: \$819.00
							Check Amount: \$819.00
							Report Total: \$570,586.89

Bagley Public Schools #162
July 2017 Check Register
Fund Summary

Fund Description	Total
01 General Fund	\$476,651.40
02 Food Service	\$715.25
04 Community Services	\$3,462.74
07 Debt Redemption	\$89,757.50
Report Total	\$570,586.89

Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32003	67632		SELECTACCOUNT		Check		
				B 01	215 027	Flex		\$3,380.00	
	Voucher #:	65166	Invoice		Invoice No: M2017110	6/6/2017	Paid Amt:	\$3,380.00	
				B 01	215 027	Flex		\$1,883.33	
	Voucher #:	65189	Invoice		Invoice No: M2017111	6/6/2017	Paid Amt:	\$1,883.33	
				B 01	215 027	Flex		\$1,883.33	
	Voucher #:	65212	Invoice		Invoice No: M2017112	6/6/2017	Paid Amt:	\$1,883.33	
				B 01	215 027	Flex		\$1,883.33	
				B 01	215 027	Flex		\$120.00	
	Voucher #:	65235	Invoice		Invoice No: M2017113	6/6/2017	Paid Amt:	\$2,003.33	
								Check Amount:	\$9,149.99
0162	FNB	32005	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030	Insurance Payable		\$270.00	
	Voucher #:	65167	Invoice		Invoice No: M2017110	6/6/2017	Paid Amt:	\$270.00	
				B 01	215 030	Insurance Payable		\$100.00	
	Voucher #:	65190	Invoice		Invoice No: M2017111	6/6/2017	Paid Amt:	\$100.00	
				B 01	215 030	Insurance Payable		\$100.00	
	Voucher #:	65213	Invoice		Invoice No: M2017112	6/6/2017	Paid Amt:	\$100.00	
				B 01	215 030	Insurance Payable		\$100.00	
				B 01	215 030	Insurance Payable		(\$120.00)	
	Voucher #:	65236	Invoice		Invoice No: M2017113	6/6/2017	Paid Amt:	(\$20.00)	
								Check Amount:	\$450.00
0162	FNB	32008	23030		DUKEK, SHIRLEY		Check		
				E 01	005 010 000 401 000	CAKES FOR STAFF RECOGNITION LUNCHI		\$45.00	
	Voucher #:	65260	Invoice		Invoice No: 060117	6/1/2017	Paid Amt:	\$45.00	
								Check Amount:	\$45.00
0162	FNB	32009	1170		DEAN FOODS NC		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$298.46	
	Voucher #:	65264	Invoice		Invoice No: 10625711	6/2/2017	Paid Amt:	\$298.46	
								Check Amount:	\$298.46
0162	FNB	32010	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$999.44	
				E 02	005 770 705 490 000	Food-Breakfast		\$145.09	
	Voucher #:	65265	Invoice		Invoice No: 5383719	6/2/2017	Paid Amt:	\$1,144.53	
								Check Amount:	\$1,144.53

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Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32011	1170		DEAN FOODS NC		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$67.01	
		Voucher #:	65299	Invoice	Invoice No: 10625710	6/6/2017		Paid Amt:	\$67.01
								Check Amount:	\$67.01
0162	FNB	32012	1383		MINNESOTA INSURANCE SCHOLASTIC TRUST		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$16,412.00	
				B 01	131 000	Prepaid Expense & Deposit		\$34,637.58	
		Voucher #:	65298	Invoice	Invoice No: 060617	6/6/2017		Paid Amt:	\$51,049.58
								Check Amount:	\$51,049.58
0162	FNB	32013	64778		REGION 8A SECTY		Check		
				R 01	300 292 000 060 000	Athletic Fees/Admissions		\$9,186.00	
		Voucher #:	65297	Invoice	Invoice No: 060617	6/6/2017		Paid Amt:	\$9,186.00
								Check Amount:	\$9,186.00
0162	FNB	32014	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$990.43	
				E 02	005 770 705 490 000	Food-Breakfast		\$91.56	
		Voucher #:	65300	Invoice	Invoice No: 5383720	6/6/2017		Paid Amt:	\$1,081.99
				E 02	005 770 701 490 000	Food-Lunches		\$147.04	
		Voucher #:	65301	Invoice	Invoice No: 5454265	6/6/2017		Paid Amt:	\$147.04
								Check Amount:	\$1,229.03
0162	FNB	32015	65271		PRAIRIE FIRE CHILDREN'S THEATER		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$2,050.00	
		Voucher #:	65302	Invoice	Invoice No: 060617	6/6/2017		Paid Amt:	\$2,050.00
								Check Amount:	\$2,050.00
0162	FNB	32016	1170		DEAN FOODS NC		Check		
				E 02	005 770 709 495 000	Milk- Summer Food Service		\$80.64	
		Voucher #:	65331	Invoice	Invoice No: 10625734	6/9/2017		Paid Amt:	\$80.64
								Check Amount:	\$80.64
0162	FNB	32017	38858		INDEPENDENT SCHOOL DIST # 181		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$8,100.00	
		Voucher #:	65330	Invoice	Invoice No: 060917	6/9/2017		Paid Amt:	\$8,100.00
								Check Amount:	\$8,100.00
0162	FNB	32018	1264		MASP		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$360.00	
		Voucher #:	65339	Invoice	Invoice No: 061217	6/12/2017		Paid Amt:	\$360.00
								Check Amount:	\$360.00

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Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32019	06210		BAGLEY POST OFFICE		Check		
				E 01	100 200 000 329 000	STAMPS - ROLLS		\$49.00	
		Voucher #:	65359	Invoice	Invoice No: 061317	6/13/2017		Paid Amt:	\$49.00
								Check Amount:	\$49.00
0162	FNB	32020	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 01	005 105 000 490 166	Food		(\$85.35)	
		Voucher #:	65360	Invoice	Invoice No: CM5994430	6/13/2017		Paid Amt:	(\$85.35)
				E 02	005 770 709 490 000	Food- Summer Food Service		\$199.14	
				E 02	005 770 709 401 000	General Supplies-Summer Food Service		\$30.39	
		Voucher #:	65361	Invoice	Invoice No: 5643226	6/13/2017		Paid Amt:	\$229.53
				E 02	005 770 709 490 000	Food- Summer Food Service		\$280.53	
				E 02	005 770 709 401 000	General Supplies-Summer Food Service		\$148.30	
		Voucher #:	65362	Invoice	Invoice No: 5581971	6/13/2017		Paid Amt:	\$428.83
								Check Amount:	\$573.01
0162	FNB	32021	1170		DEAN FOODS NC		Check		
				E 02	005 770 709 495 000	Milk- Summer Food Service		\$40.32	
		Voucher #:	65417	Invoice	Invoice No: 10625757	6/21/2017		Paid Amt:	\$40.32
								Check Amount:	\$40.32
0162	FNB	32022	47593		MARCO		Check		
				B 01	131 000	PLEASE SEE ATTACHED QUOTE# 97423		\$299.00	
		Voucher #:	65421	Invoice	Invoice No: 4361640	6/21/2017		Paid Amt:	\$299.00
								Check Amount:	\$299.00
0162	FNB	32023	60228		PAN-O-GOLD BAKING CO.		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$967.34	
		Voucher #:	65419	Invoice	Invoice No: MAY17	6/21/2017		Paid Amt:	\$967.34
								Check Amount:	\$967.34
0162	FNB	32024	64409		RESPONSIVE CLASSROOM		Check		
				B 01	131 000	RESPONSIVE CLASSROOM TRAINING - AU		\$2,916.00	
				B 01	131 000	BELINDA SCHERMERHORN		\$0.00	
				B 01	131 000	JENNA TEICH		\$0.00	
				B 01	131 000	NICOLE PAULSON		\$0.00	
				B 01	131 000	BRITTA KILBER		\$0.00	
		Voucher #:	65420	Invoice	Invoice No: 4-00109343	6/21/2017		Paid Amt:	\$2,916.00
								Check Amount:	\$2,916.00
0162	FNB	32025	77510		TWIN PINES GOLF COURSE		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$1,550.00	

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Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32025	77510		TWIN PINES GOLF COURSE		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$1,550.00	
		Voucher #:	65415	Invoice	Invoice No: 2017-1	6/21/2017			Paid Amt: \$3,100.00
									Check Amount: \$3,100.00
0162	FNB	32026	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$142.15	
				E 02	005 770 709 401 000	General Supplies-Summer Food Service		\$54.86	
		Voucher #:	65416	Invoice	Invoice No: 5783037	6/21/2017			Paid Amt: \$197.01
				E 02	005 770 701 401 000	General Supplies-Lunches		(\$0.08)	
		Voucher #:	65418	Invoice	Invoice No: 5925329	6/21/2017			Paid Amt: (\$0.08)
									Check Amount: \$196.93
0162	FNB	32027	1157		HESSEL, LUCAS		Check		
				E 06	005 870 000 305 391	2014 A Lease/Levy-Fees For Services		\$1,665.00	
		Voucher #:	65425	Invoice	Invoice No: 062217	6/23/2017			Paid Amt: \$1,665.00
									Check Amount: \$1,665.00
0162	FNB	32028	09890		NW SERVICE COOP SCHOOL		Check		
				B 01	215 030	Insurance Payable		\$64,703.41	
		Voucher #:	65149	Invoice	Invoice No: M2017110	6/23/2017			Paid Amt: \$64,703.41
				B 01	215 030	Insurance Payable		\$1,273.09	
		Voucher #:	65428	Invoice	Invoice No: 062317	6/23/2017			Paid Amt: \$1,273.09
									Check Amount: \$65,976.50
0162	FNB	32029	1042		PEER SOLUTIONS		Check		
				E 01	100 050 000 401 000	General Supplies-Elem Office		\$350.00	
				E 01	300 050 000 401 000	General Supplies-HS Office		\$350.00	
		Voucher #:	65426	Invoice	Invoice No: 166	6/23/2017			Paid Amt: \$700.00
									Check Amount: \$700.00
0162	FNB	32030	67632		SELECTACCOUNT		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$63.30	
		Voucher #:	65427	Invoice	Invoice No: 1190204	6/23/2017			Paid Amt: \$63.30
									Check Amount: \$63.30
0162	FNB	32031	1305		KONICA MINOLTA PREMIER FINANCE		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$953.05	
		Voucher #:	65476	Invoice	Invoice No: 333217446	6/27/2017			Paid Amt: \$953.05
									Check Amount: \$953.05
0162	FNB	32032	47593		MARCO		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$594.93	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$297.50	
				E 04	005 505 321 380 000	Computer/Technology Lease		\$22.89	

Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32032	47593		MARCO		Check		
				E 01	030 211 305 380 000	Computer/Technology Lease		\$22.89	
		Voucher #:	65477	Invoice	Invoice No: 4377723	6/27/2017			
							Paid Amt:	\$938.21	
							Check Amount:	\$938.21	
0162	FNB	32033	53483		MOOSE CREEK GRAPHICS, INC.		Check		
				E 01	300 605 320 401 000	OJIBWE SIGNS & PLAQUES FOR THE HS B		\$1,375.00	
		Voucher #:	65475	Invoice	Invoice No: 6422	6/27/2017			
							Paid Amt:	\$1,375.00	
							Check Amount:	\$1,375.00	
0162	FNB	32034	01380		AMERICAN FAMILY LIFE ASSUR CO		Check		
				B 01	215 030	Insurance Payable		\$374.66	
		Voucher #:	65173	Invoice	Invoice No: M2017111	6/29/2017			
				B 01	215 030	Insurance Payable		\$205.31	
		Voucher #:	65479	Invoice	Invoice No: M2017120	6/29/2017			
				B 01	215 030	Insurance Payable		\$157.10	
		Voucher #:	65500	Invoice	Invoice No: 062917	6/29/2017			
							Paid Amt:	\$157.10	
							Check Amount:	\$737.07	
0162	FNB	32035	09975		BLUE CROSS BLUE SHIELD OF MN		Check		
				B 01	215 030	Insurance Payable		\$1,519.00	
		Voucher #:	65504	Invoice	Invoice No: 062917	6/29/2017			
							Paid Amt:	\$1,519.00	
							Check Amount:	\$1,519.00	
0162	FNB	32036	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030	Insurance Payable		\$193.93	
		Voucher #:	65186	Invoice	Invoice No: M2017111	6/29/2017			
				B 01	215 030	Insurance Payable		\$86.24	
		Voucher #:	65501	Invoice	Invoice No: 062917	6/29/2017			
							Paid Amt:	\$86.24	
							Check Amount:	\$280.17	
0162	FNB	32037	49246		MEDICARE BLUE RX		Check		
				B 01	215 030	Insurance Payable		\$996.90	
		Voucher #:	65505	Invoice	Invoice No: 062917	6/29/2017			
							Paid Amt:	\$996.90	
							Check Amount:	\$996.90	
0162	FNB	32038	51127		MSEA		Check		
				B 01	215 033	Msea Dues		\$1,076.67	
		Voucher #:	65488	Invoice	Invoice No: M2017120	6/29/2017			
							Paid Amt:	\$1,076.67	
							Check Amount:	\$1,076.67	
0162	FNB	32039	55745		NCPERS MINNESOTA		Check		
				B 01	215 031	Life Insur Payable		\$48.00	
		Voucher #:	65489	Invoice	Invoice No: M2017120	6/29/2017			
							Paid Amt:	\$48.00	
							Check Amount:	\$48.00	

Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32040	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$64.75	
	Voucher #:	65187	Invoice		Invoice No: M2017111	6/29/2017			Paid Amt: \$64.75
				B 01	215 040	Dues and ID Theft		\$25.90	
	Voucher #:	65502	Invoice		Invoice No: 062917	6/29/2017			Paid Amt: \$25.90
								Check Amount:	\$90.65
0162	FNB	32041	64630		REGION I ESV		Check		
				B 01	215 027	Flex		\$437.50	
	Voucher #:	65490	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$437.50
								Check Amount:	\$437.50
0162	FNB	32042	67632		SELECTACCOUNT		Check		
				B 01	215 027	Flex		\$1,000.00	
	Voucher #:	65491	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$1,000.00
								Check Amount:	\$1,000.00
0162	FNB	32043	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$345.63	
				B 01	215 025	403 (b) Match		\$345.63	
	Voucher #:	65481	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$691.26
				B 01	215 005	Tax Shelter Payable		\$300.00	
	Voucher #:	65482	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$300.00
				B 01	215 005	Tax Shelter Payable		\$300.00	
				B 01	215 025	403 (b) Match		\$145.87	
	Voucher #:	65483	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$445.87
				B 01	215 005	Tax Shelter Payable		\$535.37	
				B 01	215 025	403 (b) Match		\$535.37	
	Voucher #:	65484	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$1,070.74
				B 01	215 005	Tax Shelter Payable		\$1,391.63	
				B 01	215 025	403 (b) Match		\$833.26	
	Voucher #:	65485	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$2,224.89
				B 01	215 005	Tax Shelter Payable		\$145.87	
				B 01	215 025	403 (b) Match		\$145.87	
	Voucher #:	65486	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$291.74
								Check Amount:	\$5,024.50
0162	FNB	32044	1523		TX CHILD SUPPORT SDU		Check		
				B 01	215 035	Garnishments		\$280.00	
	Voucher #:	65487	Invoice		Invoice No: M2017120	6/29/2017			Paid Amt: \$280.00
								Check Amount:	\$280.00

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Bagley Public Schools #162 June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32045	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 709 490 000 Food- Summer Food Service			\$136.56	
		Voucher #: 65506	Invoice		Invoice No: 3014680	6/29/2017			
								Paid Amt:	\$136.56
								Check Amount:	\$136.56
0162	FNB	32046	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030 Insurance Payable			\$50.00	
		Voucher #: 65478	Credit		Invoice No: M2017120	6/29/2017			
								Paid Amt:	(\$50.00)
				B 01	215 030 Insurance Payable			\$100.00	
		Voucher #: 65503	Invoice		Invoice No: 062917	6/29/2017			
								Paid Amt:	\$100.00
								Check Amount:	\$50.00
0162	FNB	32047	61525		PETTY CASH FUND		Check		
				E 01	300 211 000 401 301 General Supplies-HS Auxilary Account			\$9.98	
				E 08	005 790 000 898 201 Scholarship-Nola Ellis Award			\$100.00	
				R 04	005 586 332 050 132 Fees from Patrons-Youth Enr. S Rec			\$245.00	
				R 01	100 000 000 099 000 Misc Rev- Elem			\$12.00	
				E 01	300 640 316 490 000 Food-Staff Development			\$29.77	
				E 01	005 110 000 305 000 Fees For Services-Business Office			\$60.00	
				E 04	005 586 332 305 132 Fees For Services- Youth Enrich. - S Rec			\$1,252.00	
				E 01	300 260 000 430 000 Instructional Supply-Science			\$62.09	
				E 01	300 212 000 430 000 Instructional Supply-Art			\$279.19	
				R 02	005 000 701 601 000 Sales-Lunches			\$7.60	
				E 01	005 760 720 305 000 Fees For Services-Reg Transportation			\$196.00	
				E 01	300 294 000 305 207 Fees For Services-Track			\$112.50	
				E 01	300 296 000 305 207 Fees For Services-Track			\$112.50	
				E 01	300 292 000 401 295 General Supplies-Athletic Support			\$100.79	
				E 04	005 586 332 401 132 General Supplies-Youth Enrich.-S Rec			\$105.50	
				E 01	310 810 000 305 000 Fees For Services-Maintenance			\$64.73	
				E 04	005 586 332 366 132 Travel			\$9.00	
				R 04	005 249 321 050 000 Drivers Ed Tuition			\$265.00	
				E 01	005 110 000 329 000 Postage/UPS-Business Office			\$4.27	
		Voucher #: 65516	Invoice		Invoice No: 063017	6/30/2017			
								Paid Amt:	\$3,027.92
								Check Amount:	\$3,027.92
0162	FNB	32048	61530		PETTY CASH -TRAVEL		Check		
				E 01	310 810 000 366 000 Travel-Custodial/Maintenance			\$75.00	
				E 01	005 760 720 366 000 Travel-Reg Transportation			\$17.19	
				E 01	300 211 000 366 000 Travel-High School			\$180.00	
				R 01	005 000 000 099 000 Misc Rev			\$125.00	
				E 04	005 582 344 366 000 Travel-School Readiness			\$120.00	
				E 01	300 294 000 369 207 Team Travel-Boys Track			\$65.00	

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Bagley Public Schools #162

June 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	32048	61530		PETTY CASH -TRAVEL		Check
				E 01	300 296 000 369 207	Team Travel-Girls Track	\$65.00
				B 01	131 000	Prepaid Expense & Deposit	\$282.00
				E 01	300 050 000 366 000	Travel-HS Office	\$250.00
				E 01	005 760 723 360 000	Transportation Costs	\$348.00
				E 01	300 294 000 369 206	Team Travel-Boys Golf	\$69.00
				E 01	300 296 000 369 206	Team Travel-Girls Golf	\$46.00
				E 01	005 010 000 366 000	Travel-School Board	\$514.20
Voucher #:		65515	Invoice	Invoice No: 063017		6/30/2017	Paid Amt: \$2,156.39
							Check Amount: \$2,156.39
							Report Total: \$179,884.23

Bagley Public Schools #162
June 2017 Hand Payables Check Register
Fund Summary

Fund	Description	Total
01	General Fund	\$169,223.06
02	Food Service	\$4,826.78
04	Community Services	\$4,069.39
06	Building Construct.	\$1,665.00
08	Trust Fund	\$100.00
Report Total		\$179,884.23

**Bagley Public Schools
Treasurer's Report
Period Ended June 30, 2017**

	<u>General</u>	<u>Food Service</u>	<u>Community Service</u>	<u>Capital Projects</u>	<u>Debt Redemption</u>	<u>Trust</u>	<u>Total</u>
CASH SUMMARY							
Ending Cash Balances	<u>2,912,211.70</u>	<u>143,864.74</u>	<u>221,247.22</u>	<u>320,470.98</u>	<u>229,608.49</u>	<u>7,928.53</u>	<u>3,835,331.66</u>
OPERATING ANALYSIS							
Revenues							
Current Month Receipts	1,330,486.28	49,340.94	70,368.26	0.00	87,220.55	0.00	1,537,416.03
Previous Months	<u>10,761,363.10</u>	<u>479,969.57</u>	<u>191,351.22</u>	<u>0.00</u>	<u>332,916.11</u>	<u>7,436.50</u>	<u>11,773,036.50</u>
Total YTD Revenues	<u>12,091,849.38</u>	<u>529,310.51</u>	<u>261,719.48</u>	<u>0.00</u>	<u>420,136.66</u>	<u>7,436.50</u>	<u>13,310,452.53</u>
Current Month Expenditures	506,829.07	19,289.87	20,339.07	1,665.00	0.00	100.00	548,223.01
Previous Months	<u>11,714,557.69</u>	<u>501,777.18</u>	<u>177,601.70</u>	<u>0.00</u>	<u>444,714.70</u>	<u>500.00</u>	<u>12,839,151.27</u>
Total YTD Expenditures	<u>12,221,386.76</u>	<u>521,067.05</u>	<u>197,940.77</u>	<u>1,665.00</u>	<u>444,714.70</u>	<u>600.00</u>	<u>13,387,374.28</u>
Revenues Over (Under) Expenditures	<u>(129,537.38)</u>	<u>8,243.46</u>	<u>63,778.71</u>	<u>(1,665.00)</u>	<u>(24,578.04)</u>	<u>6,836.50</u>	<u>(76,921.75)</u>
BUDGET ANALYSIS							
Revenues							
YTD Revenues	12,091,849.38	529,310.51	261,719.48	0.00	420,136.66	7,436.50	13,310,452.53
Budget	<u>12,659,751.00</u>	<u>538,650.00</u>	<u>295,775.00</u>	<u>0.00</u>	<u>370,612.00</u>	<u>6,939.00</u>	<u>13,871,727.00</u>
Over (Under) Budget	<u>(567,901.62)</u>	<u>(9,339.49)</u>	<u>(34,055.52)</u>	<u>0.00</u>	<u>49,524.66</u>	<u>497.50</u>	<u>(561,771.97)</u>
% Budget Received	<u>95.51%</u>	<u>98.27%</u>	<u>88.49%</u>	<u>0.00%</u>	<u>113.36%</u>	<u>107.17%</u>	<u>95.95%</u>
Expenditures							
YTD Expenditures	12,221,386.76	521,067.05	197,940.77	1,665.00	444,714.70	600.00	13,387,374.28
Budget	<u>12,772,767.00</u>	<u>541,061.00</u>	<u>295,179.00</u>	<u>0.00</u>	<u>444,715.00</u>	<u>500.00</u>	<u>14,054,222.00</u>
Over (Under) Budget	<u>(551,380.24)</u>	<u>(19,993.95)</u>	<u>(97,238.23)</u>	<u>1,665.00</u>	<u>(0.30)</u>	<u>100.00</u>	<u>(666,947.72)</u>
% Budget Expended (Over)	<u>95.68%</u>	<u>96.30%</u>	<u>67.06%</u>	<u>0.00%</u>	<u>100.00%</u>	<u>120.00%</u>	<u>95.26%</u>

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED JUNE 30, 2017					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2016					
	2017			2016	
	Budgeted Amounts		Actual	Over (Under)	
	Original	Final		Final Budget	Actual
REVENUES					
Local Property Taxes	1,178,030	1,214,174	982,559.14	(231,614.86)	1,018,285
Other Local and County Revenues	260,804	345,550	385,471.70	39,921.70	285,921
Revenues from State Sources	10,101,266	10,425,570	10,117,217.06	(308,352.94)	10,162,037
Revenues from Federal Sources	640,000	664,457	594,185.88	(70,271.12)	735,389
Investment Earnings	10,000	10,000	12,415.60	2,415.60	9,955
TOTAL REVENUES	12,190,100	12,659,751	12,091,849.38	(567,902)	12,211,588
EXPENDITURES					
District and School Administration					
Wages	579,642	585,478	567,653.90	(17,824.10)	578,381
Benefits	149,935	164,215	146,489.34	(17,725.66)	142,105
Supplies/Services	69,050	55,502	48,894.25	(6,607.75)	64,867
District Support Services					
Wages	118,870	120,527	120,476.90	(50.10)	116,856
Benefits	25,581	25,583	25,454.80	(128.20)	22,779
Supplies/Services	157,260	168,475	165,298.12	(3,176.88)	167,680
Regular Instruction					
Wages	3,688,399	3,584,005	3,617,525.81	33,520.81	3,389,770
Benefits	959,063	1,009,245	932,781.98	(76,463.02)	850,601
Supplies/Services	647,582	736,394	608,510.73	(127,883.27)	535,995
Vocational Instruction					
Wages	29,313	49,771	49,607.84	(163.16)	28,322
Benefits	4,778	7,867	7,840.63	(26.37)	4,616
Supplies/Services	9,300	9,300	4,635.66	(4,664.34)	8,945
Special Education					
Wages	954,503	958,975	955,056.89	(3,918.11)	793,750
Benefits	198,661	224,724	219,175.19	(5,548.81)	176,053
Supplies/Services	1,183,579	955,547	900,671.97	(54,875.03)	1,146,234
Instructional Support Services					
Wages	295,744	293,138	217,868.55	(75,269.45)	244,665
Benefits	48,055	54,157	47,815.47	(6,341.53)	51,309
Supplies/Services	118,740	164,580	134,810.95	(29,769.05)	136,590
Pupil Support Services					
Wages	525,514	526,572	520,778.17	(5,793.83)	496,217
Benefits	95,984	96,436	96,028.05	(407.95)	90,553
Supplies/Services	548,217	625,098	584,225.77	(40,872.23)	426,488
Site, Buildings & Equipment					
Wages	488,920	530,730	515,528.56	(15,201.44)	547,720
Benefits	97,095	113,449	105,786.54	(7,662.46)	109,514
Supplies/Services	1,564,324	1,672,030	1,587,502.24	(84,527.76)	1,751,697
Fiscal & Other Fixed Costs					
	37,500	40,969	40,968.45	(0.55)	95,082
TOTAL EXPENDITURES	12,595,609	12,772,767	12,221,386.76	(551,380)	11,976,790
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(405,509)	(113,016)	(129,537)	(16,521)	234,798

Bagley Public Schools #162 June 2017 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	65171	Invoice		Invoice No: M2017110	6/21/2017		Paid Amt:	\$1,053.00
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	65194	Invoice		Invoice No: M2017111	6/21/2017		Paid Amt:	\$1,053.00
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	65217	Invoice		Invoice No: M2017112	6/21/2017		Paid Amt:	\$1,053.00
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	65240	Invoice		Invoice No: M2017113	6/21/2017		Paid Amt:	\$1,053.00
								Check Amount:	\$4,212.00
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01	215 013 State W/H Payable			\$22,480.95	
	Voucher #:	65170	Invoice		Invoice No: M2017110	6/21/2017		Paid Amt:	\$22,480.95
				B 01	215 013 State W/H Payable			\$10,974.66	
	Voucher #:	65193	Invoice		Invoice No: M2017111	6/21/2017		Paid Amt:	\$10,974.66
				B 01	215 013 State W/H Payable			\$10,974.66	
46				B 01	215 013 State W/H Payable			\$10,974.66	
	Voucher #:	65216	Invoice		Invoice No: M2017112	6/21/2017		Paid Amt:	\$10,974.66
				B 01	215 013 State W/H Payable			\$10,974.71	
	Voucher #:	65239	Invoice		Invoice No: M2017113	6/21/2017		Paid Amt:	\$10,974.71
				B 01	215 013 State W/H Payable			\$80.61	
	Voucher #:	65256	Invoice		Invoice No: Z2017110	6/21/2017		Paid Amt:	\$80.61
								Check Amount:	\$55,485.59
0162	FNB	1015			IRS		Wire		
				B 01	215 010 FICA Payable			\$90,114.64	
				B 01	215 011 Fed W/H Payable			\$54,319.33	
	Voucher #:	65169	Invoice		Invoice No: M2017110	6/21/2017		Paid Amt:	\$144,433.97
				B 01	215 010 FICA Payable			\$39,497.04	
				B 01	215 011 Fed W/H Payable			\$26,754.32	
	Voucher #:	65192	Invoice		Invoice No: M2017111	6/21/2017		Paid Amt:	\$66,251.36
				B 01	215 010 FICA Payable			\$39,497.10	
				B 01	215 011 Fed W/H Payable			\$26,754.32	
	Voucher #:	65215	Invoice		Invoice No: M2017112	6/21/2017		Paid Amt:	\$66,251.42
				B 01	215 010 FICA Payable			\$39,497.04	
				B 01	215 011 Fed W/H Payable			\$26,754.43	
	Voucher #:	65238	Invoice		Invoice No: M2017113	6/21/2017		Paid Amt:	\$66,251.47
				B 01	215 010 FICA Payable			\$482.74	
				B 01	215 011 Fed W/H Payable			\$178.33	
	Voucher #:	65255	Invoice		Invoice No: Z2017110	6/21/2017		Paid Amt:	\$661.07
								Check Amount:	\$343,849.29

Bagley Public Schools #162 June 2017 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
				B 01	215 017	PERA Payable		\$29,418.21	
	Voucher #:	65172	Invoice		Invoice No: M2017110	6/22/2017	Paid Amt:	\$29,418.21	
				B 01	215 017	PERA Payable		\$1,769.37	
	Voucher #:	65195	Invoice		Invoice No: M2017111	6/22/2017	Paid Amt:	\$1,769.37	
				B 01	215 017	PERA Payable		\$1,769.37	
	Voucher #:	65218	Invoice		Invoice No: M2017112	6/22/2017	Paid Amt:	\$1,769.37	
				B 01	215 017	PERA Payable		\$1,769.37	
	Voucher #:	65241	Invoice		Invoice No: M2017113	6/22/2017	Paid Amt:	\$1,769.37	
				B 01	215 017	PERA Payable		\$428.27	
	Voucher #:	65257	Invoice		Invoice No: Z2017110	6/22/2017	Paid Amt:	\$428.27	
								Check Amount:	\$35,154.59
0162	FNB	1014			TRA		Wire		
				B 01	215 018	TRA Payable		\$57,460.88	
	Voucher #:	65168	Invoice		Invoice No: M2017110	6/30/2017	Paid Amt:	\$57,460.88	
				B 01	215 018	TRA Payable		\$38,047.00	
47	Voucher #:	65191	Invoice		Invoice No: M2017111	6/30/2017	Paid Amt:	\$38,047.00	
				B 01	215 018	TRA Payable		\$38,047.00	
	Voucher #:	65214	Invoice		Invoice No: M2017112	6/30/2017	Paid Amt:	\$38,047.00	
				B 01	215 018	TRA Payable		\$38,047.00	
	Voucher #:	65237	Invoice		Invoice No: M2017113	6/30/2017	Paid Amt:	\$38,047.00	
				B 01	215 018	TRA Payable		\$14.46	
	Voucher #:	65254	Invoice		Invoice No: Z2017110	6/30/2017	Paid Amt:	\$14.46	
								Check Amount:	\$171,616.34
								Report Total:	\$610,317.81

Bagley Public Schools #162
June 2017 Wire Payments Register
Fund Summary

Fund Description	Total
01 General Fund	\$610,317.81
Report Total	\$610,317.81

Elementary Auxiliary Account
June 30,2017

	6/1/17	Receipts	Disbursements	6/30/17
Student Activities	\$273.05	0	\$1.00	\$272.05
Title VII	\$24.92			\$24.92
Total	\$297.97	\$0.00	\$1.00	\$296.97

BAGLEY ELEM SCHOOL
 AUXILARY ACCOUNT
 FY 17

	7/1/16	Receipts	Disbursements	6/30/17
Student Activities	\$284.05	\$0.00	\$12.00	\$272.05
Title VII	\$24.92	\$0.00	\$0.00	\$24.92
Total	\$308.97	\$0.00	\$12.00	\$296.97

Bagley High School Auxiliary Master Account-2016-2017 School Year

JUNE 1-30 2017				
Auxiliary Accounts:	Beg Balance	Receipts	Disbursements	End Balance
Class of 2017	\$442.51		\$316.06	\$126.45
Class Of 2018	\$399.94			\$399.94
Class of 2019	\$141.00			\$141.00
Class of 2020	\$250.16			\$250.16
Class of 2021	\$195.43			\$195.43
Class of 2022	\$123.77			\$123.77
Band/Choir	\$7,131.20	\$996.00	\$1,830.00	\$6,297.20
Cultural Club	\$0.13			\$0.13
Media Club *****	\$420.33			\$420.33
Prom	\$3,500.55		\$1,652.27	\$1,848.28
Robotics	\$1,140.20		\$625.48	\$514.72
Student Council	\$11,222.36	\$2.21		\$11,224.57
Totals	\$24,967.58	\$998.21	\$4,423.81	\$21,541.98

51

 David Gooch
 High School Principal

 Date

*****New Account

BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
Updated 06/20/2017

POSITION TITLE: Truancy Tracker/Coordinator

POSITION PURPOSE: To monitor and document student attendance and student progress, meet with school staff and parents, for at-risk students based on excessive unexcused tardiness, absences and intervention. Responsible to attend court, summarize program information and incorporate it into reports, referrals and recommendations made to the courts, DHS, probation and county Attorney and appropriate community resources.

TRAINING OR EXPERIENCE: Minimum of two years of Post-Secondary Education, AAS Degree.

IMMEDIATE SUPERVISOR: Elementary and High School Principals

DUTIES AND RESPONSIBILITIES:

Truancy Tracker's Role:

1. Maintains confidentiality.
2. Reviews attendance records and documents children who are truant.
3. Monitor and document attendance and student progress.
4. Maintain regular contact with coordinator, parent and school staff.
5. Participates in a meeting with a parent, child and school personnel (Attendance Review Committee) to sign contract with the parent and child to attend school.
6. Attends meetings with school staff.
7. Attend meetings and reports to the Truancy Board.
8. Reviews participant list in spring and offer program to parents who would like to continue in the fall.

Truancy Coordinator's Role:

1. Participates in the hiring process for school funded tracker position.
2. Monitors activities of the tracker program, discussing problem cases with the assigned tracker.
3. Attends necessary meetings with school staff, attendance review team meeting as well as the monthly Truancy Board meeting.
4. Facilitates a meeting with a parent, child, tracker and school personnel (Attendance Review Committee) to sign contract with the parent and child to attend school.
5. Arranges for administration of an age appropriate mental health screening as well as interpret the results, making appropriate referrals for issues identified by the screening.
6. Responsible to summarize program information and incorporate it into reports, referrals and recommendations made to the courts, DHS, probation and county Attorney and appropriate community resources.
7. Attends court and submits appropriate reports to all parties in a timely fashion per Truancy Prevention Program policy.

BAGLEY PUBLIC SCHOOLS
Work Agreement for Truancy Tracker/Coordinator
July 1, 2015 through June 30, 2017

1. Annual Contract Length: 185 days as determined by the School District.

2. Wages:	2015-2016	Step 1	\$27,855	2016-2017	Step 1	\$28,412
	2017-2018	Step 2	\$28,930	2018-2019	Step 2	\$29,509
		Step 3	\$30,225		Step 3	\$30,830
		Step 4	\$31,520		Step 4	\$32,150
		Step 5	\$32,764		Step 5	\$33,419

• ~~Currently Clearwater County Mental Health Collaborative is paying \$8,304 per year towards the Coordinator portion of the position.~~

3. Health Insurance/403(b) Allowance:

The School District shall provide an allowance of ~~\$7,450 for 2015-2016 and \$7,800 for 2016-2017~~ **\$7,900**, to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the Truancy Tracker/Coordinator, up to \$1,750 to a District approved 403(b) plan. The Truancy Tracker/Coordinator must minimally purchase the District's Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse's family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the Truancy Tracker/Coordinator.

Affordable Care Act Related Implications note: In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

4. Sick Leave: The employee shall earn sick leave at the rate of one (1) day of sick leave for every month worked based on the employee's regularly scheduled hours per day. Unused sick leave hours may accumulate to a maximum of 120 days of sick leave. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.

5. Personal Leave: 2 days per year (cannot be carried over into the next year).

6. Holidays: In order to be eligible for holiday pay, an employee must have worked their last scheduled work day before or after the holiday unless on an excused illness, leave, or on vacation under these provisions. The truancy tracker shall be granted the following paid holidays:

New Year's Day	President's Day	Good Friday	Memorial Day
Labor Day	Thanksgiving Day	Christmas Day	

7. Problem Resolution: In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the immediate supervisor. If the employee feels that the problem has not been resolved following the discussion with the supervisor, the employee should discuss the problem with the Superintendent. If the problem remains unresolved, the employee may refer the problem to the Board's Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

8. Severance Pay: If the employee whose employment with the District is terminated (for other than just cause) shall qualify for severance pay. Severance pay shall be calculated by taking 30% of the employee's accumulated sick leave hours times his/her hourly rate of pay at the time of termination of employment. The employee must work at least five consecutive years to qualify.

This work agreement shall be effective only upon signatures of the Truancy Tracker and of the Clerk of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

Truancy Tracker/Coordinator

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

6/20/2017

POSITION TITLE: American Indian Grant Coordinator

POSITION PURPOSE: The purpose of this position is to write the American Indian AMI Grant proposal, manage the AMI Funds, and provide program oversight for the Bagley School District. The Project Coordinator will provide academic and cultural support services to American Indian students in grades 7 – 12 in an effort to increase academic achievement and graduation rates.

EDUCATION: High School Diploma and a Bachelor of Science degree

ANNUAL CONTRACT LENGTH: 178 days

IMMEDIATE SUPERVISOR: Bagley High School Principal and Superintendent

DUTIES AND RESPONSIBILITIES:

1. Write the Competitive AMI Grant Application and design program initiatives to meet the MDE grant requirements.
2. Coordinate AMI Grant budget with the District fiscal representatives and the Minnesota Department of Education's Office of American Indian Programs.
3. Assist with interviewing, hiring and training and supervising paraprofessional staff for the SFTF Grant program.
4. Deliver academic and cultural support to American Indian (AI) students in grades 7-12.
5. Provide funding for Math and Reading Intervention programs for American Indian students.
6. Create paraprofessional schedules to provide maximum academic support for AI students.
7. Provide cultural and college exploration field trips as opportunities arise.
8. Offer paraprofessional support for the after-school tutoring program.
9. Coordinate transportation home from AMI activities with transportation director.
10. Manage supervised study halls throughout the day to continue academic and relationship support.
11. Provide supplies for AI students to insure equal opportunities for participation in school.
12. Provide for financial support for AI students for extra-curricular, co-curricular activities as well as College in the High School course fees, or ACT testing.
13. Contribute resources for cultural activities within classrooms, for Native American clubs or groups.
14. Supervise online Ojibwe class and provide cultural and language support.
15. Supplement summer school expenses of AI students including; teacher salaries and District transportation home.
16. Discuss progress reports with students regularly.
17. Participate in Student Assistant Team meetings, and Title VII Parent Committee meetings.
18. Provide financial support and planning support of Celebration of Culture Day in the Elementary, as well as the Native American Senior Banquet.
19. Provide funding for AMI staff training, to ensure cultural sensitivity.
20. Disseminate information to students such as scholarship opportunities, summer camps, and cultural events as opportunities arise.
21. Gather required data and prepare progress reports to the Minnesota Department of Education as required.
22. Manage grant funds and prepare budget amendments as necessary throughout the year.
23. Duties and responsibilities may change as grant requirements are changed by the MDE for each new AMI Grant cycle.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hand to finger, handle or feel, reach with hand and arms, talk or hear and taste or smell. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit.

ISD #162 Work Agreement
Penni Cairns - ~~Success for the Future (SFTF)~~ American Indian (AMI) Grant Coordinator
July 1, 2015~~7~~ to June 30, 2017~~9~~

	2017-2018		2018-2019
1. <u>Annual Salary:</u>	2015-2016	\$52,315 54,428	2016-2017
			\$53,361 55,517

There shall be 4 annual steps of \$1500 each, beyond the base salary, to reach the regular ~~SFTF~~ **AMI** Grant Coordinator’s salary. ~~The SFTF Grant Coordinator’s position is contingent upon State Grant funding. The SFTF Grant Coordinator’s service with ISD #162 will terminate upon non-renewal of the State Grant.~~

2. Insurance/403b Allowance:

The School District shall provide an allowance of ~~\$7,450~~**7,900** for ~~2015-2016~~**2017-2018** and ~~\$7,800~~**8,000** for ~~2016-2017~~**2018-2019**, to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the ~~Success for the Future~~**AMI** Coordinator, up to ~~\$1,750~~**2,000** to a District approved 403(b) plan. The ~~SFTF~~ **AMI** Coordinator must minimally purchase the District’s Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse’s family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the ~~SFTF~~ **AMI** Coordinator.

Affordable Care Act Related Implications note.

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

3. Annual Contract Length:

The ~~SFTF~~ **AMI** Grant Coordinator’s contract period shall be 178 days. The schedule of days worked is subject to the discretion of the Superintendent. If additional time is needed for grant activities that can’t be arranged by using comp time, it must be pre-approved by the Superintendent. Additional time will be paid by the district at the ~~SFTF~~ **AMI** Grant Coordinator’s daily rate of pay.

4. Sick Leave:

~~One (1) day per month worked~~ **12 days a year** accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, “child” and “grandchild” includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.

5. Severance Pay:

When ~~SFTF~~ **AMI** Grant Coordinator has a severance of employment from the School District because of (a) the submission of a written resignation accepted by the School Board, (b) the ~~SFTF~~ **AMI** Grant Coordinator dies while employed by the school district or (c) having been discharged for a continuing disability after a leave of absence pursuant to Minnesota law, (d) or termination of service due to non-renewal of the State Grant, shall receive as severance pay an amount representing ~~thirty~~**thirty-five** percent (~~30~~**35**%) of unused number of disability leave days multiplied by the current daily rate of pay. In the event of the coordinator’s death, severance pay shall be paid to the designated beneficiary, or the coordinator’s estate.

6. Problem Resolution:

In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Principal. If the employee feels that the problem has not been resolved following the discussion with the Principal, the employee may refer the problem to the Superintendent. If the problem is not solved at that point, the employee has the right to address the problem to the School Board for final resolution.

This Contract shall be effective only upon signatures of the ~~SFTF~~ **AMI** Grant Coordinator and of the Clerk of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

~~SFTF~~ **AMI** Grant Coordinator

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
Updated 4/19/16

POSITION TITLE: Director of Indian Education

POSITION PURPOSE: The Director of Indian Education will write applications, manage budgets, and provide program oversight for the Title VII Grant and the American Indian (AMI) State Formula, for the Bagley School District. The Director will be the supervisor to those employees hired under Title VII or AMI Funds.

The Director will provide academic and cultural support services to American Indian students in grades Pre-K through grade 12, to increase academic achievement and graduation rates. The Director will deliver home/school intervention services for students when they have issues in school including academic, behavioral or social issues that may interfere with school success. The Director will provide assistance to American Indian families to understand the special education process and their parental rights.

The Title VII Director will promote American Indian Education on the school website and act as a resource for teachers, administration and other school staff as they work with American Indian students. She/he will promote American Indian cultural events for the school community.

ANNUAL CONTRACT LENGTH: 185 Days

SUPERVISORS: Elementary and High School Principal, Superintendent of Schools

EDUCATION AND QUALIFICATIONS:

1. Four year Bachelor of Science Degree
2. Valid driver's license and annual Class III Vehicle Training
3. Satisfactory Criminal Background Investigation

DUTIES AND RESPONSIBILITIES:

1. Write the Title VII Federal Grant and the American Indian State Funding Applications, manage the budgets, and complete related federal and state reports.
2. Directly supervise paraprofessional staff within the Indian Education Program, while collaborating with the building Principals.
3. Design program initiatives to meet the Federal and MDE requirements for these funds.
4. Gather data and complete reports as required to the local District, State and Federal Governments.
5. Maintain individual records containing information on all students directly associated or referred to Director of Indian Education.
 - A. Attendance
 - B. 506 forms
 - C. Academic progress or regression
 - D. Referrals

- E. Home contacts
 - F. Disbursement of Title VII grant funds
 - G. Special Education IEP's and staffing
 - H. Mileage and personal daily logs
 - I. Any other information pertinent to Special Education and Indian Education programs.
6. Assist with interviewing, training and supervising paraprofessional staff for the Indian Education program related to these funds.
 7. Deliver academic and cultural support to American Indian students in Pre-K through grade 12.
 8. Provide funding for Math and Reading Intervention programs for American Indian students.
 9. Create paraprofessional schedules and study halls to provide maximum academic support for American Indian students.
 10. Chair monthly Indian Education Department meetings, delegate responsibilities for recording minutes and posting minutes to the school website.
 11. Provide cultural and college exploration field trips as opportunities arise.
 12. Offer paraprofessional support for after-school tutoring programs.
 13. Coordinate transportation home from after-school tutoring and Anishinabe Club with transportation director.
 14. Provide supplies for American Indian students to insure equal opportunities for participation in school.
 15. Consult and explain Special Education Due Process and Individual Education Plans (IEP's):
 - a. To parents and participate in Sp.Ed. staffing of students in grades K-12;
 - i. The rights of students with Special needs.
 - ii. Descriptions of Special Education Programs and services.
 - iii. Steps to become involved with the school on issues affecting the education for Special needs children.
 - iv. The rights of parents to be involved in decisions affecting the education of their Special needs student.
 - b. Provide information to instructional staff regarding:
 - i. American Indian cultural differences that should be considered in general program planning, development and implementation.
 - ii. American Indian cultural differences that impact student and staff relationships.
 16. Supervise online Ojibwe class and provide cultural and language support.
 17. Provide for financial support for American Indian students for extra-curricular, co-curricular activities as well as College in the High School course fees, or ACT testing.

18. Contribute resources for cultural activities within classrooms, for American Indian clubs or groups.
19. Supplement summer school expenses of American Indian students including; teacher salaries and District transportation home.
20. Discuss progress reports with students regularly, Check and Connect programs.
21. Participate in Student Assistant Team meetings, and Title VII Parent Committee meetings.
22. Monitor student's grades and attendance. Provide students with attendance reports and progress reports. Correspond with parents/guardians when needed on student's academic progress and attendance concerns.
23. Provide support and guidance to those students who desire help with personal issues, home or school related problems, tutoring, financial problems, post-secondary education and employment assistance.
24. Provide financial support and planning support of Celebration of Culture Day in the Elementary, as well as the Native American Senior Banquet.
25. Provide funding for MIEA Conferences for staff and parent committee members and staff training to ensure cultural sensitivity.
26. Disseminate information to students such as scholarship opportunities, summer camps, and cultural events as opportunities arise.
27. Duties and responsibilities may change as Title VII and AMI Funding requirements are changed by Federal and State agencies and related legislation.
28. Correspond regularly with parents and/or guardians of students to develop a closer relationship between the home and school.
29. Other duties as assigned.

EVALUATION: The Director of Indian Education will be evaluated the same as other District employees.

PROBLEM RESOLUTION: In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Principal. If the employee feels that the problem has not been resolved following the discussion with the Principal, the employee may refer the problem to the Superintendent. If the problem is not solved at that point, the employee has the right to address the problem to the School Board for final resolution.

BAGLEY PUBLIC SCHOOL
Work Agreement for
Director of Indian Education (BA/BS Degree)
July 1, 2016~~7~~ through June 30, 2017~~9~~

1. **Salary:** ~~2016-2017 — \$49,000~~ **2017-2018 \$49,980 2018-2019 \$50,980**

\$1,500 for each of the first four years will be reduced from the salary depending on related experience (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction \$3,000; Year 4 – reduction \$1,500).

2. **Annual Contract Length:** The Indian Education Director’s contract period shall be 185 days. The schedule of days worked is subject to the discretion of the Superintendent. Overtime pay as pre-approved by the Superintendent.
3. **Sick Leave:** 1 day per month, 9 days per year accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, “child” and “grandchild” includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.
4. **Personal Leave:** 2 days per year. No carryover days.
5. **Insurance/403b Allowance:**
The School District shall provide an allowance of ~~\$7,800~~ **7,900** for 2016-2017, to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the Indian Education Director, up to \$1,750 to a District approved 403(b) plan. The Indian Education Director must minimally purchase the District’s Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse’s family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the Indian Education Director.

Affordable Care Act Related Implications note.

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

6. **Allowance:** Reimbursement will be made to the employee to meet the minimum requirements necessary for obtaining and maintaining a School Bus Drivers Type III License, as required by MN State Law.

7. Severance Pay:

30% of accrued sick leave upon resignation or retirement in good standing as determined by the School Board. In the event of the employee's death, the employee's beneficiary shall receive the amount which the employee would have received. The benefit is payable only after 5 years of continuous employment.

8. Problem Resolution:

In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Superintendent. If the employee feels that the problem has not been resolved following the discussion with the Superintendent the employee may refer the problem to the Board's Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20____.

Indian Education Director

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

Updated 6/20/2017

POSITION TITLE: Dean of Students – H.S. School

POSITION PURPOSE: Assist the principal and represent the District effectively in the coordination and management of school activities, students, and policies and procedures.

TRAINING OR EXPERIENCE: Minimum AAS degree, four year college degree preferred. Experience in the field of education is preferred.

ANNUAL CONTRACT LENGTH: 42 weeks per year

IMMEDIATE SUPERVISOR: High School Principal and Superintendent

DUTIES AND RESPONSIBILITIES:

1. Implement Student Code of Conduct
 - a. Monitor Student Compliance with approved Code of Conduct.
 - b. Maintain records of disciplinary actions administered, including electronic records.
 - c. Initiate appropriate communications with students, parents/guardians, and other staff.
 - d. Prepare and submit reports regarding disciplinary actions imposed.
 - e. Represent the District in any proceedings regarding student discipline.
 - f. Assist with disciplinary issues that arise on the bus.
2. District Coordinator for Home School Students
 - a. Communicate with and monitor Home School participants.
 - b. Maintain records for Home School participants as required by MDE.
 - c. Prepare and submit reports as required.
3. Assist with Student Program Services
 - a. Assist with the coordination of Individual Education Plan (IEP), Individual Health Plan (IHP), 504 plan and Individual Learning Plan meetings and the dissemination of the information.
 - b. Assist with and supervises the various events at the direction of the building principal: parent-teacher conferences, open house events, etc.
 - c. National Honor Society Advisor.
4. Assist with the enforcement of the district attendance policy - Assist the Truancy Tracker and other staff with communications/enforcement of the district attendance policy.
5. Supervision - Provide supervision support during the bus arrivals/departures, lunchroom and school activities as needed.
6. Testing - Assist with the organization and scheduling of the standardized testing.
7. Complete other duties as assigned.

PHYSICAL DEMANDS: Job requires extended hours, evening and weekend work. Job also requires walking.

BAGLEY PUBLIC SCHOOL
Work Agreement for Dean of Students
July 1, 2015~~7~~ – June 30, 2017~~9~~

1. **Contract Length:** 210 days as determined by the School District.
2. **Annual Salary:** ~~2015-2016~~ **2017-2018** \$50,897~~53,472~~ ~~2016-2017~~ **2018-2019** \$52,424~~54,541~~

\$1,500 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction \$3,000; year 4 – reduction \$1,500).
3. **Work Day:** The Dean of Students shall devote time and attention to said employment and shall, to the best of his abilities, do and perform all such services in connection with said employment. It is expressly agreed that the duties of this position require the Dean of Students to work during times beyond the normal business hours. Generally, the workday will be a normal workday with the exception of meetings and job related events or activity functions as assigned. Trust is placed in each Dean of Students to regulate his own hours due to the expectation that all members of the administrative team put in long hours. The Dean of Students will equalize time with other members of the administrative team in all extra-curricular supervisory duties.
4. **Sick Leave:** The Dean of Students will be granted 12 days of sick leave per year, 1 per month, accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, “child” and “grandchild” includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.
5. **Personal Leave:** 2 days per year. No carryover days.
6. **Insurance/403b Allowance:** The School District shall provide an allowance of ~~\$7,450 for 2015-2016 and \$7,800 for 2016-2017~~ **\$7,900**, to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the Dean of Students, up to \$2,000 to a District approved 403(b) plan. The Dean of Students must minimally purchase the District’s Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse’s family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the Dean of Students.

Affordable Care Act Related Implications note.
In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.
7. **Authorized Expenses:** All authorized expenses, which will include meals, lodging, registration, and travel, will be paid by the School District for the Dean of Students to attend workshops and conventions as approved by the Superintendent.
8. **Severance Pay:** 30% of accrued sick leave upon resignation or retirement in good standing as determined by the School Board. In the event of the employee’s death, the employee’s beneficiary shall receive the amount which the employee would have received. The benefit is payable only after 5 years of continuous employment.

9. **Lunches:** The Dean of Students is allowed free school lunches during student attendance days.

10. **Problem Resolution:** In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Superintendent. If the employee feels that the problem has not been resolved following the discussion with the Superintendent the employee may refer the problem to the Board's Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

Dean of Students

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

Updated 06/20/17

POSITION TITLE: Dean of Students - Elementary School/Athletic Director - High School

POSITION PURPOSE: Assist the principal and represent the District effectively in the coordination and management of school activities, students, and policies and procedures.

TRAINING OR EXPERIENCE: Four year college degree preferred. Experience in the field of education and athletics preferred.

ANNUAL CONTRACT LENGTH: 42 weeks per year

IMMEDIATE SUPERVISOR: Elementary School Principal, High School Principal and Superintendent

DUTIES AND RESPONSIBILITIES:

1. Implement Student Code of Conduct
 - a. Monitor Student Compliance with approved Code of Conduct.
 - b. Maintain records of disciplinary actions administered, including electronic records.
 - c. Initiate appropriate communications with students, parents/guardians, and other staff.
 - d. Prepare and submit reports regarding disciplinary actions imposed.
 - e. Represent the District in any proceedings regarding student discipline.
 - f. Assist with disciplinary issues that arise on the bus.
2. District Coordinator for Home School Students
 - a. Communicate with and monitor Home School participants.
 - b. Maintain records for Home School participants as required by MDE.
 - c. Prepare and submit reports as required.
3. Assist with Student Program Services
 - a. Assist with the coordination of Individual Education Plan (IEP), Individual Health Plan (IHP), 504 plan and Individual Learning Plan meetings and the dissemination of the information.
 - b. Assist with and supervises the various events at the direction of the building principal: parent-teacher conferences, open house events, etc.
4. Serve as the District contact for the LCTS program - Provide written information as required for the grant.
5. Assist with the enforcement of the district attendance policy - Assist the Truancy Tracker and other staff with communications/enforcement of the district attendance policy.
6. Supervision - Provide supervision support during the bus arrivals/departures, lunchroom, playground and school activities as needed.
7. Testing - Assist with the organization and scheduling of the standardized testing.
8. Scheduling of BHS Athletic Activities
 - a. Schedule competitions in accordance with MSHSL and conference regulations.
 - b. Secure officials for home competitions and submit payment forms.
 - c. Assist with scheduling of facilities for practices and competitions.
 - d. Organize game day staff with assistance from coaches and submit payment requests.
 - e. Prepare information for students and parents regarding athletic activities.
 - f. Organize and secure Team Awards, Senior Awards and Spotlight on Scholarship Certificates.
 - g. Organize Athletic Awards Banquets for fall, winter and spring.
 - h. Organize/serve as site manager for MSHSL tournament events as needed.

9. Coaching Staff for Athletic Activities
 - a. Interview recommended coaches for available positions.
 - b. Submit payment requests for coaches.
10. Budgets and Revenues
 - a. Meet with coaches regarding their sport equipment needs.
 - b. Assist with pricing information.
 - c. Work within and assist in establishing a budget for athletics.
 - d. Collect revenue and file ticket report for home events.
 - e. Collect/track entry fees for various events.
11. Flyer Pride Booster Club
 - a. Assist with fundraising activities.
 - b. Assist with concession stand operations.
 - c. Attend Flyer Pride meetings.
 - d. Complete payments for invoices payable through Flyer Pride.
12. Minnesota State High School League
 - a. Attend required fall and spring area meetings.
 - b. Attend Conference meetings as scheduled.
 - c. Serve as a primary contact person for the MSHSL.
 - d. Complete/file forms and reports as needed.
13. Compliance with MSHSL rules and regulations
 - a. Coordinate all Fall, Winter, and Spring Athletic Orientation meetings.
 - b. Monitor the completion of all necessary paperwork and fees.
 - c. Complete eligibility rosters for each sport.
 - d. Complete Eligibility Verification Forms for each sport.
 - e. Monitor compliance with MSHSL rules and regulations.
14. Direct the District Athletic Committee
 - a. Organize and communicate meetings as necessary.
 - b. Recommend policies and procedures for review.
 - c. Communicate issues pertaining to athletics as necessary.
15. Communication Regarding Athletics - Assist with providing communication to newspaper/radio/television regarding athletic events.
16. Fine Arts Activities
 - a. Provide support for MSHSL eligibility for Fine Arts programs.
 - b. Assist with the staffing for Fine Arts programs as directed.
17. Complete other duties as assigned.

PHYSICAL DEMANDS: Job requires extended hours, evening and weekend work. Job also requires walking and some lifting (athletics).

BAGLEY PUBLIC SCHOOL
Work Agreement for
Dean of Students/Athletic Director
July 1, 2015~~7~~ through June 30, 2017~~9~~

1. **Contract Length:** 210 days per year
2. **Salary:** ~~2015-2016~~ **2017-2018** \$75,095**78,100** ~~2016-2017~~ **2018-2019** \$76,569**79,662**

There shall be 4 steps of \$1,500 each to reach the regular Dean of Student’s salary. The Board may withhold advancement of a step based upon performance as determined by the Board.

3. **Dues:** The School District will pay authorized professional dues.
4. **Sick Leave:** The Dean of Students will be granted 12 days of sick leave per year, 1 per month, accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, “child” and “grandchild” includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.
5. **Insurance/403b Allowance:** The School District shall provide an allowance of \$8,000 each year of the agreement to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the AD/Dean of Students, up to the legal maximum to a District approved 403(b) plan. The AD/Dean of Students, must minimally purchase the District’s Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the AD/Dean of Students.

Affordable Care Act Related Implications note.

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

6. **Severance:** With the condition that the Dean of Student’s employment by the district is discontinued in good standing as determined by the School Board and contingent upon 10 consecutive years of service in the Bagley Public Schools, the Dean of Students will be eligible to receive severance payment of \$20,000. At the time employment ceases, the Dean of Students shall choose between the following payment options: a) lump sum payment or b) payment in five equal annual installments. ~~If option (b) is elected, the Dean of Students will receive \$150 per month payable to the Health Care Savings Plan if the Dean of Students continues participating in the district’s health insurance plan.~~
7. **Lunches:** The Dean of Students is allowed free school lunches during student attendance days.
8. **Problem Resolution:** In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Superintendent. If the employee feels that the problem has not been resolved following the discussion with the Superintendent the employee may refer the problem to the Board’s Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

Dean of Students/AD

School Board Clerk

BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
Updated 01/06/2016

POSITION TITLE: Director of Community Education/Alternative Learning Program

POSITION PURPOSE: To plan and coordinate education and recreational activities in the community for all ages making use of the school facilities. To coordinate the Alternative Learning Program for the District.

TRAINING & EXPERIENCE: Minimum education: Four year BA/BS degree with Minnesota Community Education Director License.

IMMEDIATE SUPERVISOR: Superintendent of Schools

SUPERVISORY RESPONSIBILITY: Supervises and manages ECFE teaching staff, program coordinators, coaches, enrichment teachers, paraprofessionals and other staff.

PRIMARY RESPONSIBILITIES:

1. Areas of Community Education: Coordinate all programs under the community education umbrella including:
 - a. Early Learning - Parent Education, School Readiness, Early Childhood Family Education, Home Visits, Family Resource Center, WIC Clinics, Early Childhood Screening, Child Car Safety Checks, Early Childhood Coalition Partner
 - b. Youth Development - Summer Recreation, Summer Enrichment Classes, BES Sports and Recreation, Swimming Lessons, Prairie Fire Theater Residency, Youth Service and Development
 - c. Adult Programs – Adult Basic Education, GED Classes and Pretesting, English Language Learning, Adult Enrichment Programs, Northern Exposure to Life-long Learning Partner
 - d. Community Building and Citizen Involvement – Community and Family Events, Community Use of Schools, Partnerships with area businesses, Volunteer Opportunities, District Community Calendar, Leadership Development, HUB Partner, Radioathon, CCCVC Member
 - e. School District Grant Writing Assistance
2. Alternative Learning Program (ALP): Coordinate student services, resources, technology updates and staff. The Director will be responsible for writing grants, following budget and facility directives. If the required administrative licensure is not acquired, the Bagley High School Principal will oversee and be responsible for evaluating teachers, attending IEP meetings, fiduciary responsibility and student suspensions.
3. Funding: Attend at all mandatory state and regional meetings concerning funding and program coordination to ensure continued funding for programs as well as others required to maintain a strong community education program.
4. Budget: Collaborate with the Business Manager and Elementary Principal to manage budgets for all community education programming including setting up program budgets, monitoring budgets and consulting with staff on supply needs etc.
5. Personnel: Determine staffing needs and keep positions filled with qualified, competent people. This includes coordinating with the Elementary Principal for doing all necessary evaluation and training of staff. Completion of all paperwork associated with state and local requirements for those positions.
6. Administrative Team: Report at administrative team meetings twice per month, work on administrative team efforts, assist in district wide projects, sit on interview teams, assist in grant writing and be available to serve as an administrative team member in crisis or special situations.
7. Advisory Council: Meet with advisory council, keep membership up to state standards, keep advisory council informed and perform duties as requested by the advisory council.

8. Public Relations: Attend meetings within the community and sit on different boards and committees to maintain a relationship with the community and keep informed of things happening in the community.
9. Mandates: Follow all state guidelines for community education and alternative learning programs, funding and reporting. To keep up to date on these guidelines and when necessary, act as the agent for the school to obtain necessary confirmation.
10. Other duties as assigned by the Superintendent.

- 8. Severance:** 30% of accrued sick leave upon resignation or retirement in good standing as determined by the School Board. In the event of the employee's death, the employee's beneficiary shall receive the amount which the employee would have received. The benefit is payable only after 5 years of continuous employment.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

Director of Community Education/ALP

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

School Board Clerk

Workload Analysis Summary

Comments (in blue) have been compiled by BRIC and the Bagley Administration in response to the Special Education Teachers' comments (in black) to the Bagley School Board at a Meet and Confer Meeting on 4/27/17.

1. Staffing in all sped classrooms is not meeting students needs, as dictated by evaluations and IEP's because:

- a. Subs for all sped positions (teacher & para) are consistently not being filled

The district attempted to fill all teaching and para substitute needs. There is a shortage of subs district wide and at times there were positions that were not filled in both regular education and special education. Teacher sub pay was increased to \$130 to address this need. Para sub pay remains at the base pay.

- b. Subs who have been assigned to sped positions (teacher & para) are the first ones to be pulled into another position.

There were occasionally unique situations where special education substitute teachers were pulled from a special education room to cover a regular classroom with 25 students. With paras, regular education para subs are sometimes pulled from the general classroom to fill special ed. para openings.

- c. IEP service minutes are not being met.

BES was short 1 FTE para, which was advertised for all year without receiving any applicants. Some student support services at recess, during specialists, and sensory needs were unavailable. Over the summer, two special education paraprofessionals were hired to fill the vacant positions.

- d. Students are not having coverage by an adult, as dictated in the IEP, resulting in behaviors.

This is a subjective comment and there is no data to support it.

- e. Students who have made gains are not being recognized and supported.

This is an individual teacher issue.

- f. Students who have recently enrolled or qualified and need high levels of support are not getting support because new staff has not been hired to cover additional services.

This is specific to paraprofessionals; see item c).

- g. Breaks are regularly not given to sped staff for lunch & bathroom, due to staff shortage. **See Workload Analysis.**

2. MN schools average 13% of their students on IEPs. Bagley is currently around 25%. Next year we anticipate 30%.

This is not correct. MN schools average 15%, Bagley is currently at 19.2% (we are +7 students from the previous year) and next year we will lose 8 students in 6th going to 7th and gain 8 students the from the preschool going to kindergarten at the elementary school.

3. Bagley has a strong and large sped program, so students come to Bagley from other districts.

We are very proud of our special education programs in the district. This is a subjective comment and there is no data to support it.

4. Next year the sped staff has been notified of 15-16 students (many of whom are irregularly high need) that will need trained teachers and paras on day 1.

This is not correct. We have 8 new students coming to kindergarten on IEPs.

5. For this year's population we are 1 para short in each sped room, however for next years numbers we are even more short staffed.

This year, we were short one para all year in the DCD room. This position has been filled and we do not anticipate a shortage for the fall.

6. Gains that have been made, especially in terms of social/emotional/behavioral skills, have been declining.

This is a subjective comment and there is no data to support it.

7. There is no legal maximum to the number of kids that can be served in a resource room. Parents and coworkers typically don't know when sped numbers are too high.

See Workload Analysis.

8. Sped paras are much more highly trained than the general education paras, and are not easily interchangeable.

All paras in Bagley Elementary are highly qualified. Most training opportunities are offered to all paraprofessionals. Specific trainings are offered for specialized areas.

Workload Analysis Summary

- Completed in May 2017 by Renae Donaghue, BRIC Special Education Supervisor
 - Presented to Administration in June 2017
 - District Administration has the complete analysis for review
1. When staff reported their direct minutes, it was found that teachers are providing more than +1500 minutes a week beyond what student IEP's dictate. These excess minutes are the equivalent of one FTE teacher.
 2. Special education teachers appear to be over-serving students.
 3. Students, seeing multiple sped teachers for reading, math, behavior or social skills, are more likely to be over-served than students who work with just 1 sped teacher.
 4. This year a special education teacher needed medical leave for 3 months. Other sped staff was asked to support her program with due process and programming. This did create extra workload temporarily.
 5. It is recommended that Bagley Elementary examine the practices of inclusive classrooms, differentiated instruction, and social emotional learning in an effort to support special education students in their mainstream classrooms.
 6. It is recommended that Bagley Elementary regularly schedule Teacher Assistance Teams (TAT) either weekly or bi-weekly, as a way of providing preventative and proactive interventions and supports for students and teachers.
 7. It is recommended that Bagley Elementary regularly schedule Child Study Team (CST) meetings at a minimum of monthly for the purpose of special education referrals.
 8. Currently Bagley Elementary employs 6 full time sped teachers. The workload analysis supports a recommendation of 6.34 FTE sped teachers. An additional .5 FTE sped teacher has been hired to accommodate this need.
 9. During the analysis, it was noted that a higher than expected number of students are pulled out for specialized instruction in the areas of reading, written language and math. Twelve random files were pulled. From that sample, 66% of the students were being served for areas they did not qualify, resulting in $\frac{2}{3}$ students being over-served by special education.

**Changes to the 2017-2018 Student Handbook: Changes to Year throughout manual.
Also:**

Page 1 Updates to the Letter from the Principal.
Letter finalized on or before August 15. Letter will serve to focus on **Envisions 2.0 (Pearson) Mathematics**. Also, Letter will focus on the SOARR (Safe Optimistic Achieve Respectful Responsible) behavior plan. Also, Minnesota Department of Education Focus Designation.

Page 2 Up-date Bagley Elementary School Year Calendar 2016-2017
Not all dates are available at this time.

Page 3-4 Up-dates Bagley School Board and Elementary School Staff
Not all are available at this time.

Page 6-7 Up-dates Bagley Elementary School Supply List:

Page 10 CONFERENCES/REPORT CARDS
Conferences (K-5th grades) are scheduled two ~~three~~ times each year. Information (time/day) will be sent home with your child prior to the conferences. If you would like a conference at another time during the school year, please contact your child's teacher. Quarterly report cards are sent home.

Conferences (**Grade 6**) are scheduled four times each year and at the mid-quarter. Conferences are open schedule, with parents and teachers conferencing as seats and times become available. Quarterly report cards are sent home.

Page 12 **Absence and Make-Up Work.**
Students who are absent for any reason are expected to complete and hand in all make-up work. See Homework, page 14.

Page 14 **Homework**
HOMEWORK
Occasionally, special assignments will be given to a child for review or reinforcement of classroom learning. All homework should be finished and returned in by the due date. Students who are absent for any reason are expected to complete and hand in all make-up work . **Work that was previously assigned and due on the first day absent will be due upon return to school.** The student will have one day plus the number of days absent to make-up the work assigned during the days absent. (Example – misses 2 days, he/she has 3 days to get the make-up work in.) It is the student's responsibility to gather missed assignments and submit the completed work. Communication with parents regarding homework will be accomplished using the agenda in grades 1-6.

Page 18 **Dates and Years to Student Compact.**

Page 24 **Change to Procedure for Billing Lunch Accounts**

Food Service: Breakfast,/Lunch/Milk Break

In the elementary school, if students do not have money for meals, they may charge their meals. When a student has a low or negative account balance, a written notice **and automated calling system** will be sent to the family. Low balance notices will be sent to families weekly **and by automated calling system on Wednesday evenings at 6:00PM**. Parents/guardians are expected to pay these charges when notified. The school will not deny a meal to any elementary child. **See Policy 534.**

Page 26 **Change to Cell Phone Use**

CELL PHONES

Cell phones **and Personal Electronic Devices (CP-PEDs, which includes but is not limited to: bluetooth devices, radios, CD players, MP3 players/i-pods, tablets, handheld computers, or video games)** are prohibited from use during school hours. **See School District Policy 570.** Cell phones must **not be on the person and** remain in lockers. ~~backpacks and turned off.~~ If a cell phone is seen, **heard** or used, **or if there is a reasonable suspicion that the phone is on the person**, the phone ~~it~~ will be taken by school staff and will be kept in the office until a parent **is contacted to make arrangements for the return of the cell/phone.** **See Policy 570.**

Page 28 **Changes to Bus Regulations**

SCHOOL BUS REGULATIONS

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. **Serious misconduct may be reported to local law enforcement.**
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus, **on the School District's website, and in the student handbooks.** If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

 - 2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
- a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the school bus.
4. Consequences
- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
- (1) If the student chooses to break a rule:
- 1st offense – The **bus driver** will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and/or talk to the parents/**guardians** about the situation.
- 2nd offense – If the same situation persists or more develop, the **bus driver** will fill out a warning slip noting the problem. Give one copy to the student, **transportation director and the school office**, call the parent/**guardian** as soon as possible to verify that the student took the warning slip home and call the transportation director be sure to warn the student and the parent/**guardian** that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.

3rd offense – One school-day suspension from riding the bus. If the problem behavior continues, the **bus driver** notifies the student that he/she may not ride the bus the following day. This is done by written notice also. ~~You~~ **The bus driver** must contact ~~both~~ the parent, ~~and~~ the transportation director, **and a school building administrator**, as soon as possible. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until** while the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parent/**guardian** or the transportation director to do so. If you brought them to school in the morning, you must deliver them home at night, unless instructed to do otherwise.

4th offense – three **to five** school-day suspension from riding the bus, **depending on the severity of the infraction.** ~~If the problem behavior continues,~~ **Working collaboratively, the transportation director and a building administrator, the bus driver notifies will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the bus suspension.** ~~that they may not ride the bus for three days.~~ **A written notice is again given to the student parent/guardian, the transportation director and the school administrator.** ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.~~ **The student will not be allowed to ride a bus again until after the parent/guardian meeting.**

5th offense – two-week suspension from riding the bus. **Working collaboratively, the transportation director and a building administrator, will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the two-week bus suspension.** A written notice is given to the parent/guardian, the transportation director and the school administrator. **The student will not be allowed to ride a bus again until after the parent/guardian meeting.** ~~If the problem behavior persists, the bus driver notifies the student that he/she may not ride the bus for two weeks by written notice.~~ ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.~~ ~~The driver building administrator will now notify the Superintendent of schools if a two-week privilege is lost.~~ **bus suspension is being imposed.**

6th offense – Off the bus ~~pending loss of privileges~~ **for a minimum of three-weeks up to the remainder of the school year.** The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the suspension. **The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the suspension.** ~~If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year.~~ ~~The parent and~~

~~transportation director are contacted and a meeting will be held with the driver, student, parent and transportation director to discuss the loss of privilege. The Superintendent of schools shall be notified that the student has lost the riding privilege.~~ **by a building administrator if a bus suspension is being imposed.**

~~Severe Clause: Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver and the transportation director or a building administrator. Severe behavior will activate step four of the preceding discipline procedure.~~

5. Guidelines for bus discipline

- a. The transportation director may override a decision made by the bus driver.
- b. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until** while the parent is contacted.
- c. When circumstances require a student to ride home on a bus other than the one to which he/she is regularly assigned, written parental permission or a pass from the office is required.
- d. If a student is removed from the bus as a result of his/her behavior, the parents will be required to provide transportation to and from school during the entire period of removal from a bus. The removal applies to all regular, spectator and activity buses.
- e. At each step when a student loses bus riding privileges, a written record will be made of the incident with copies to the student, **parent/guardian**, transportation director and **a building administrator.** ~~parent.~~ Such record will include as many details as possible. Details to include are: time, bus number, regular or special route, names, date, specific behavior, students in the area, action taken, result of the phone call to the parent and other pertinent information.

2017-2018

Pursuing Educational Excellence for All:

In partnership with parents and community, Bagley Public Schools will support, challenge and empower students to become responsible, productive citizens.

A Letter from Lee Furuseth, K-6 Elementary Principal

Bagley Elementary School is dedicated to providing all students with an excellent education so that each child can succeed in school. To ensure your child’s success, we have set high standards that are reflected in what is taught in our classrooms. In 2016, the Bagley School District took the progressively innovative step of providing every student with a personal electronic device, which at the Bagley Elementary School is in the form of an iPad. Now the Bagley Elementary School has take the next step. The adoption of a new math curriculum. Bagley Elementary School has purchased and implemented Envisions 2.0.

Envisions.

In this rapidly changing world, the Bagley Elementary School wants to provide our students with the 21st century skills that they need to be self-directed learners. As stated in the Bagley Elementary School Device Handbook, “We (the Bagley Elementary School) believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they live.” iPads, along with Smart Technology (Smart Boards and Apple TVs) will be tools very familiar to our elementary students.

SOARR means (Safe, Optimistic, Achiever, Respectful, Responsible). It is the goal of the Bagley Elementary School that Bagley Flyers (students) SOARR. Our school staff have developed a behavioral matrix, referred to as Flyers SOARR. The matrix has been developed to create common behavioral expectations and uniform language that can be used in many varying aspects of our school and beyond into the community. Every day will begin with conversations during “Morning Meeting” or “Circle Time” focused on an individual aspect of the behavioral matrix.

In 2014-2015, Bagley Elementary School was designated as a Focus school. The designation is based on student performance data from the previous year. The 2017-2018 school year will be the fourth year in school improvement. The planning for this process will be aimed at improving the performance of student groups within the school, who are currently underperforming and contributing to the state’s achievement gap. The school staff have focused on Best Practice(s). In order to accomplish this important work, we have put together a Leadership Team, which includes a variety of stakeholders, including parents. Bagley Elementary has additional parent involvement teams, including the Title I/ADSI/Early Childhood Advisory Committee. You are welcome to join these teams and can inquire about your involvement by calling Lee Furuseth at 218-694-6528.

In the Student Handbook, near the back and in the appendix area you will find the Bagley Elementary School Parent Involvement Plan. Studying the plan will provide ways for being active in the education of your children.

Let this letter serve as an invitation to visit our school. Come to have lunch with your child, watch a program or share a special event. We know how important you are in your child’s life; we hope that you will help us recognize how to guarantee his/her success.

INDEPENDENT SCHOOL DISTRICT 162 – BAGLEY	
District Office/Superintendent – Steve Cairns	694-6184
Elementary Office/Principal – office hours 7:00 a.m.-4:30 p.m.	694-6528
Jr./Sr. High School Office – office hours 7:00 a.m.-4:00 p.m.	694-3120
Community Education, Early Childhood Family Programs (ECFE, School Readiness, Early Childhood Screening)	694-3232
Head Start	694-3927
Transportation Director	694-6122
Home/School Interventionist (Elementary)	694-6528
Home/School Interventionist (High School)	694-3120
District Website	www.bagley.k12.mn.us

Bagley Elementary School List of Important Dates and Events

August 29	K-5 Teacher Workshop 8:00-3:30
August 30	All Elementary Teachers Workshop 4 Hours, From 10:00 to 3:30. Staff Luncheon 12:00-1:00.
August 31	All Elementary Teacher Workshop 8:30 to 12:30 Bemidji. Workshop Elementary School 12:30-4:30.
Open House	5:00-7:30. Meal from 5:30-6:30.
September 2-3	Labor Day Weekend- No School
September 4	Labor Day- No School
September 5	Classes begin for students
September 7	Picture Day
September 25-29	Homecoming Week (Parade 2:30 Sept. 25 th)
October 2	Grades 6-12 Conferences 4:00-7:30PM
October 9	Picture Retakes
October 19-20	Fall Break (MEA Professional Days) – No School
November 3	End of Quarter 1
November 10	Conference Exchange Day – No School
November 16	Grades K-5 Conferences 3:30-7:30
November 17	Grades K-5 Conferences 8:00-3:30
November 17	No School- Grades 6-12. Teacher Workshop
November 23-24	Thanksgiving Vacation – No School
December 7	Grades 6-12 Conferences 4:00-7:30
December 15	K-2 Concert. 1:30-2:30
December 21	Last Day of School for students before Christmas vacation
Dec. 22-Jan. 1	Break
January 2	Classes resume
January 15	No School- Staff Development day for teachers
January 19	End of Quarter 2
January-March	Rollerskating (Dates to be announced)
February 16	Conference Exchange Day - No School
February 19	President's Day - No School
February 22	Grades 6-12 Conferences 4:00-7:30
Early March	Scholastic Book Fair
March 15	Gr. 3-5 Concert 7-8 PM
March 23	End of Quarter 3
March 29-30	No School- Spring Break
April	Book Bingo
April 5	Grades K-5 Conferences 3:30-7:30
April 6	Grades K-5 Conferences 8:00-3:30
Late March-April	MCA testing grades 3-6
April 16	Possible Emergency Day 1- No School
April 26	Grades 6-12 Conferences 4:00-7:30
May 3	Kindergarten Round Up
May 18	Possible Emergency Day 2 – No School
May 25	Possible Emergency Day 3 – No School
May 28	Memorial Day- No School
May 31	Last Day of Classes
June 1	Graduation 7:30PM K-12 Staff Development Day

This calendar contains three emergency/snow days. School will not be in session on these three days unless we have to make-up the emergency/snow days:

Emergency Day: #1: April 16
#2: May 18
#3: May 25

SCHOOL BOARD MEMBERS

Jamie Grover
15063 366 St.
Bagley, MN 56621

LeAnn Agnes
21151 400th St.
Bagley, MN 56621

Renee Benson
34478 189 Ave.
Bagley, MN 56621

Amy Fontaine
907 Main Avenue N
Bagley, MN 56621

Jeremy Davies
P.O. Box 278
Bagley, MN 56621

Wendy Fultz
17202 Mosquito Creek Road
Bagley, MN 56621

Adam Broden
18274 300th Street
Bagley, MN 56621

“FLYERS” SCHOOL SONG

(To The Tune of Anchors Aweigh)

Onward Maroon and Gold

Onward to Fame

We never taste defeat, so Flyers win this game

Rah! Rah! Rah!

Roll out the score, Bagley,

Fight to the end

Stop (opponent's name), in their tracks

And crush the (opponent's name)

Crush the (opponent's name) team.

(Band plays) FIGHT!

(Band plays) FIGHT!

Yea, Bagley, fight team fight!

Yea, Bagley, fight team fight!

We never taste defeat, so Flyers win this game

Rah! Rah! Rah!

Roll out the score, Bagley,

Fight to the end

Stop (opponent's name) in their tracks

And crush the (opponent's name)

Crush the (opponent's name) team.

B-A-G-L-E-Y! YEA, BAGLEY

ELEMENTARY SCHOOL STAFF

KINDERGARTEN

Brovold, Susie
Floyd, Andrew
Melander, Julie
Muller, Cee Gee

GRADE 1

Blumhagen, Randie
Carlson, Alyssa
Durand, Sarah
Kilnckhammer, Sarah

GRADE 2

Larson, Sarah
Schwegel, Sarah
Tramm, Sara

GRADE 3

Gray, Kalie
Julin, Lois
Melbo, JaNelle
Vivier, Suzanne

GRADE 4

Agnew, Lori
Nelson, Melanie
Nordlund, Ashley

GRADE 5

Crane, LeeAnn
Dahl, Cassie
Larson, Pete
Loehlein, Richard

GRADE 6

Cage, Matt
Gerbracht, Kari
Sorgaard, Amanda

PARAPROFESSIONALS

Chesley, Bonnie
Derheim, Nicole
Goodwin, Stacey
Johnson, Jessica
Knutson, Michelle
Larson, Heidi
Mathison, Jessica
Ranisate, Debra
Schuppert, Krystal
Syverson, Candy
READING/TITLE
Dunn, Teresa
Minske, Sheri

PHY-ED

Carstens, Darin
Higgins, Tom

MUSIC

Gunderson, Josh
Kilber, Britta

SLD

Knutson, Terri (Para)
Lee, Amy (Para)
Mayer, Colleen
TBD
Musselman, Christine
Paulson, Julie
Sloan, Kathi
TBD

EBD

Christensen, Tammy (Para)
Dahl, Casey
Ehlers, Karla (Para)
Halverson, Rebecca

MULTI-NEEDS

Williams, Melissa
TBD
TBD
TBD
TBD
Stinar, Betty (Para)

ASD

Kaiser, Misten (Para)
Jacobs, Carl
Bahr, Crystal (Para)
TBD

SPEECH

Jeska, Molly
Kolstad, Ashley

TECHNOLOGY COORDINATOR

Dukek, Brenda

TECHNOLOGY INTEGRATIONIST

Reynolds, Troy

DISTRICT ASSESMENT COORDINATOR

Kent, Amy
Hanse, Kim (Para)

ECSE

Bellefy, Lisa (Para)
McLean, Dawn
St.Michael, Rachel

ECFE/SCHOOL READINESS

Anderson, Stephanie
Lundmark, Amanda (Para)
Hagen, Chris
Marsh, Arika

HEADSTART

Dyrdahl, Jenna
Nisley, Judy (Para)

READING INTERVENTIONIST

Paulson, Julie
Sloan, Kathi
Conger, Kathy

SCHOOL/HOME INTERVENTIONIST

Vik, Carol
Strandlien, Heather

TRUANCY TRACKER

Schermerhorn, Belinda

SCHOOL HEALTH PARAS

Nelson, Ashley

TRANSPORTATION DIRECTOR

Edman, Aaron

CUSTODIAN MANAGER

Lavine, Dan/McCollum, Ron

COOK/MANAGER

Christensen, Terri

COMMUNITY EDUCATION

Gebhardt, Keith

ADMINISTRATIVE TEAM:

SUPERINTENDENT'S OFFICE

Cairns, Steve (Superintendent)
Gerbracht, Angie (Payroll)
Hecht, Jennifer (Secretary)
Decker, Dave (Accountant)

ELEMENTARY OFFICE

Boe, Dixie (Secretary)
Furusest, Lee (Principal)
Johnson, Tammy (Secretary)
Zierer, Doreen (Dean of
Students/Athletic Director)

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Bagley Elementary School Supply List 2016-2017

<p><u>Kindergarten:</u> ALL: Please label ONLY the backpack with your child's name 1 backpack (without wheels) 2 plastic folders (only 1 for Melander and Brovold) 4 black dry erase markers (not Melander) 4 boxes of 24 count crayons (not Melander) 1 or 2 boxes of Kleenex 1 pkg. of 24 sharpened colored pencils (not Melander) 1 box of 12 pencils (not Melander) 18-24 glue sticks 1 pkg. of Crayola washable markers (fat or thin) 1 pkg. baby wipes 1 hand held pencil sharpener (not Melander) Optional..(headphones for technology class) In addition each class will need to bring the following.. Mrs. Brovold- 1 1-inch 3 ring binder 1 3-ringed mesh zippered pencil pouch 1 box of Ziploc Sandwich baggies Mrs. Blumhagen- 1 1-inch 3 ring binder 1 3-ringed mesh zippered pencil pouch 1 box Ziploc Gallon size baggies 1 bottle Elmer's glue Ms. Melander 1 box Ziploc Gallon sized baggies Mrs. Muller 1 1-inch 3 ring binder 1 3-ringed mesh zippered pencil pouch 1 bottle Elmer's glue 1 box Ziploc Gallon size baggies Grade 2: <u>Please label with child's name</u> 1 backpack (no wheels) 6 spiral notebooks 1 - 12" ruler 3 2 pocket folders (1 each) (red, blue, yellow) 2 pkgs. 24 crayons 1 pkg Crayola markers 2 1" 3-ring binders with pockets 1 ziploc baggie labeled with the student name including: 20 pennies, 5 nickels, 10 dimes, 4 quarters, 1 dollar bill 1 dry eraser pencil box 1 scissors Please do NOT label these items: 1 box Kleenex 1 container disinfecting wipes (Lysol) 1 pkg. of 4 dry erase markers</p>	<p><u>Grade 1:</u> Following items labeled with your child's name 1 backpack (no wheels) 2 1-inch 3-ring binders with inside pockets on front and back 2 pkgs. of at least 24 crayons 1 pkg. each of fine and regular Classic colors washable markers 1 pkg. colored pencils-sharpened 1 pair blunt-tipped scissors 1 clear Rubbermaid tote (shoebox size with cover) 1 regular snap lid pencil box 1 mesh pencil pouch with 3 holes to fit in 3-ring binder 1 small pencil sharpener with cover 1 large flat eraser 1 bottle Elmer's glue 4 dry erase markers-black only 2 plastic/heavy duty 2 pocket folders with the prongs in the middle (yellow & green) Following items do not need to be labeled with child's name 1 box of Kleenex 4 dozen pencils (one dozen for each quarter) recommended DIXON TICONDEROGA 24 at least Elmer's Glue sticks (6 for each quarter) 2 pkgs. 3"x 5" index cards Last name (A-M)-1 pkg. sandwich size Ziplocs/(N-Z)-1 pkg. gallon size Ziplocs \$1.00 for agenda \$5.00 for Holiday Party Money (can pay now or later) Optional..(headphones for technology class) In addition.. Carlson's Class 1 pkg. of small paper plates Gerbracht's Class 1 mesh pencil pouch with 3 holes to fit in 3-ring binder 5 wide-ruled 70 page notebooks in red, yellow, green, blue, purple 1 yellow highlighter 1 ruler 1 extra pencil box 1 composition notebook 1 package of napkins Klinkhammer's Class (1 or 2) packages of coffee filters Rusten's Class 2 wide-ruled 70 page notebooks in yellow and blue 1 package of Styrofoam cups 1 composition notebook</p>
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12 glue sticks
1 water color set
1 bottle of liquid glue (Gr. 2 continued on other side)

Grade 2)

3 dozen # 2 pencils-sharpened
1 container of pencil top erasers
\$ 1.00 for agenda
\$ 5.00 for classroom parties
Optional...(headphones for technology class)

M.Larson's class

Post it notes
Snack size Ziploc baggies

Tramm's class

Post it notes
Sandwich size baggies

S. Larson's class

Index cards
Gallon size baggies

Schwegel's class

Index cards
Small paper plates

Grade 3:

1 backpack (no wheels)
3 dozen pencils (*and as needed*)
3 single-subject wide-ruled spiral notebooks
5 solid-color pocket folders
1 12-inch non-flexible ruler (in. and cm.)
8 glue sticks
1 bottle Elmer's Glue
2 pkg. of colored pencils
2 boxes of 24 crayons
2 boxes of Crayola Washable markers
2 school scissors
2 **yellow** highlighters
1 large flat pink eraser
4 dry erase markers (red, blue, black, green)
1 pencil box
2 1" hard 3-ring binders with pockets on inside cover
2 boxes Kleenex
1 box sandwich size Ziploc baggies
\$4.00 for class parties all year
\$1.00 for agenda
Optional...(headphones for technology class)

Grade 5:

3 glue sticks
3 dozen pencils (no mechanical)
5 notebooks
2 scissors
2 boxes colored pencils
5 folders
2 (4)pack dry erase markers
2 boxes Kleenex
1 pencil box (no pouches)
liquid glue one bottle
pencil top erasers
2 personal pencil sharpeners
\$4.00 to cover project supplies
\$1.00 for agenda

Grade 4:

1 backpack (no wheels)
1 pkg, crayons
2 boxes colored pencils
1 pkg. of Crayola Markers
2 dozen pencils
2 thin black permanent markers
2-4 low odor Expo markers
6 glue sticks
1 scissors
pencil sharpener with lid
1 highlighter
2 pkg. regular sized post it notes
1 composition notebook
3 spiral notebooks
3 folders
pencil box
1-1 inch binder with front sleeve
2 boxes Kleenex
Ziploc baggies (optional)
\$1.00 for agenda
\$4.00 for class parties
Optional...(headphones for technology class)

Grade 6:

Dry erase markers pkg. of 4
Highlighters (pkg. of 4)
4 dozen pencils
erasers
scissors
pencil sharpener
3 notebooks spiral
3 folders
colored pencils
markers
2 glue sticks
2 boxes kleenex
metric/standard ruler
Pens (3 colors) red, blue, & black
\$1.00 for agenda
\$4.00 for project supplies
Quality headphones for Technology Class (They will be used often)

Grade 5 continued

Loehlein's class

1 box quart size Ziploc baggies
Post it notes 2x2 5 pack
Measuring cup set (for math)
Measuring spoon set (for math)

Dunn's class

1 box gallon size Ziploc baggies
Post it notes 1x1 5 pack

Optional..(headphones for technology class	<u>Larson's class</u> 1 box sandwich size Ziploc baggies Post it notes 2x2 5 pack
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BAGLEY ELEMENTARY MISSION, VISION & BELIEF STATEMENT

Bagley Elementary School Mission: Bagley Elementary School will be an active partner in every learner's quest for social and academic excellence.

Vision: Bagley Elementary School empowers students to become critical and independent thinkers by establishing high expectations for personal, social, and academic growth.

Our Beliefs:

- * All learning styles must be recognized and respected.
- * The development of one's character is as important as one's mind.
- * Shared leadership, communication, and commitment are essential components of an effective school.
- * Successful learners are motivated and accountable.
- * Students should be challenged and encouraged.
- * Students should feel cared for and supported as part of our classroom and school community.
- * Students should have access to current educational resources, technology, and BEST practice teaching strategies.
- * Parents/guardians are valued partners in his/her child's education.

PLEDGE OF ALLEGIANCE POLICY

The School Board of Education of ISD #162 recognizes the need to provide instruction in proper etiquette, display, and respect of the United States Flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises. **For detailed information regarding School District Policy #531, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

**I pledge Allegiance to the flag
of the United State of America
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.**

NOTICE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following action:

1. Personally contact the individual who is directly involved.
2. If you are unable to resolve the problem by contacting the individual directly involved, please contact the appropriate principal or supervisor.
3. If you feel the problem still has not been resolved, contact the Superintendent of Schools.

4. If the problem is not resolved after meeting with the Superintendent, you may request a meeting with the appropriate Board of Education committee.
5. In the event that you feel the problem has not been resolved, you are invited to address your concerns to the full Board of Education for final resolution.

I INTRODUCTORY INFORMATION

ACCESSING THE BAGLEY DISTRICT SCHOOL WEBSITE:

To access the school website go to www.bagley.k12.mn.us. To access School District Board Policies go to the menu on left side of the page. Open Board of Education. Open Board Policies and Procedures. Select Policy Manual from the menu. Parents are encouraged to use the website to contact staff via email, pay bills via PaySchools, check on dates and times of community/sporting events, concerts, parent activity events, and check on student attendance and grades on the **Synergy Parentvue**.

AFTER SCHOOL ACTIVITIES

A variety of after school activities are conducted throughout the year. These may include tutoring, specialized clubs or sports through Community Ed. or the elementary building. Parental permission is required to participate in these activities. Students must remain with the instructor/coach at all times. School rules remain in effect after school and on school grounds. Parents must pickup their child at the appointed time.

ADMISSION to MSHSL (activity passes)

BES Student Pass-\$25 (new pass)-grade 3 and above. 2nd grade and younger no charge.

Family Pass- \$75

Individual Pass-\$50

Senior Citizen Pass (65 or older)- \$35

Staff Individual-\$25

Staff Member Family Pass-\$50

Adults-Individual Game Admission-\$6

Student/Seniors-Individual Game Admission-\$4

These activity passes are for admission to MSHSL sponsored sports (not including tournaments). Passes are available at the Bagley High School Office.

AGENDAS

All students in grades 1-6 will need a daily agenda. The agendas are used daily to assist the student with organization and communication between teachers and parents. Students are expected to bring agendas home daily for parents to read and sign. Because of rising costs, we are asking for \$1.00 per student in grades 1-6 to help pay for these important communication tools. Please send or give \$1.00 to the classroom teacher when school begins but no later than Sept. 15th. A replacement fee of \$5 will be charged for lost agendas. Thanks you for your help!

ASSEMBLIES

Each year programs are presented to the student body. They are intended to enrich, entertain and educate our students. In addition, assemblies will be used to acknowledge student achievement.

BICYCLES

Children may ride bicycles to school, but are not to ride during school hours. Bicycles are to be walked across intersections and parked in the bicycle rack, locked and left there during the day.

BIRTHDAY TREATS

Birthday treats may be sent to school to celebrate your child's birthday. All treats **MUST** be store purchased. There will be no homemade treats allowed for safety reasons.

CHANGE OF FAMILY INFORMATION

If your family has a change in address, phone number, number of children in family, marital status, custodial/parental rights, or other pertinent information, please notify the school office as soon as possible so records may be kept current.

CONFERENCES/REPORT CARDS

Conferences (K-5th grades) are scheduled two times each year. Information (time/day) will be sent home with your child prior to the conferences. If you would like a conference at another time during the school year, please contact your child's teacher. Quarterly report cards are sent home.

Conferences (Grade 6) are scheduled four times each year and at the mid-quarter. Conferences are open schedule, with parents and teachers conferencing as seats and times become available. Quarterly report cards are sent home.

CRIMINAL BACKGROUND HISTORY Bagley Public Schools will seek a criminal background history for all parents/guardians/other volunteers who are volunteering to work with students either in school or outside of school. Examples when used would be frequent volunteering at school or on any field trip or overnight field/study trip chaperoning.

CUMULATIVE RECORDS

School records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, birth certificates, and standardized test results. These records are confidential. Access to records is limited to school employees and parents. Parent permission must be obtained to release these records to another party. If you wish to see your child's records, please contact the elementary office.

DAMAGE TO SCHOOL PROPERTY

Any child who breaks, loses, steals or damages school property will be expected to pay for the damages.

DIRECTORY INFORMATION

Directory information is information contained in a student education record, which would not generally be considered harmful or an invasion of privacy if disclosed. Students (parents) must request within 30 days of their first attendance day if they do not want the following information published or disclosed to public service agencies, non-profit agencies, the media and school publications and technology: name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full or part-time), participation in officially recognized activities and sports, weight and height of athletic team members, pictures, and awards received, the most recent educational agency or institution attended, and parents' name, address, and telephone number. This information may be disclosed to public service agencies, non-profit associations, the local newspaper and radio stations and school publications (paper and electronic).

For detailed information regarding School District Policy #515, please go to the school website or request a copy from the Elementary or Superintendent's Office.

ENERGY DRINKS

For health and safety reasons Bagley Elementary School has banned the consumption/possession of high-energy drinks on campus. These energy drinks include but are not limited to; Full Throttle, Monster, Amp, Rockstar, Redline, Red Bull, etc. Students violating this will have the drink taken away from them and not returned. Repeat offenders will be subject to other disciplinary measures.

INSURANCE/ACCIDENTS

Independent School District #162 does not carry insurance on students. If students and their parents want insurance coverage, a variety of insurance plans are available for which the parent are required purchase. Application forms for insurance may be secured in the elementary office.

LOST AND FOUND

Please mark your youngster's name on boots, shoes, hats, scarves, mittens, coat or other personal items, so we can return them if they are found. Lost and found articles will be located in the halls during scheduled conference times.

PARENT DROP OFF

Parents may walk their children to their classroom (or lunchroom) to drop them off between the hours of 8:00 and 8:20. Parents will need to leave the building by 8:20 so the school day is able to begin.

PARENT PICK- UP (North Cafeteria Door-Near Playground)

Students who have a pass may be picked -up at the North Cafeteria Door near the playground at 2:50 p.m. On Wednesdays the pick-up time is at 2:20PM.

PETS IN SCHOOL

Family pets are not allowed on school grounds or in classrooms at Bagley Elementary. The factors that led to this position include unpredictable animal behavior, allergies, asthma and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a family pet.

PASSES/LEAVING SCHOOL EARLY

Please contact the Elementary Office if you intend to pick your child up from school early. When it is necessary to make a change in the way your child comes home from school, **parents must send a note requesting the change.** In **emergency situations only, parents may call before 2:00 p.m.** to notify the office of changes to their child's departure plans. Verification of caller will be required. Phone calls made after 2:00 p.m. may not be able to have enough time for communication to classrooms. This will be especially true on Wednesdays. On Wednesdays the dismissal time will be 30 minutes early so phone calls need to be no later than 1:30PM.

SCHOOL CLOSING NOTICE/EMERGENCY CLOSING

In the event of extreme weather conditions or emergency circumstances, school may be closed by the Superintendent. Official announcements will be made with our school's automated calling system as well as over the following radio stations: Bemidji Radio Stations; KBHP (FM 101.1/FM 95.5), KKBJ (FM 103.7/FM 98.3), KBUN (AM 1450) and Bagley/Fosston Radio Station FM 96.7 and FM 107.1. Notice will also be given on Bagley Cable TV Channel 5. It is essential that you discuss with your children what they should do in the event school is closed early.

SCHOOL DAY/TIME

Teachers will be in their classrooms ready to welcome students by 8:20 a.m. School for children begins at 8:25 a.m. Students will go directly to recess or breakfast when off the bus or dropped off at school, between 8:00 a.m. and 8:20 a.m. Students should be headed towards the classroom by 8:20 a.m.

Children within walking distance are encouraged to arrive at school not more than **10 minutes** before school starts. If your child must arrive at school early, due to parent/guardian work schedule, the large gymnasium is supervised from 7:30-8:00 a.m. Breakfast is available in the cafeteria beginning at 8:00 a.m. The south cafeteria door will be open at 7:30 a.m. and the west door will open at 8:00 a.m. Students arriving at school between 8:25 and 9:15 a.m. will be recorded as tardy. Those arriving between 9:16 a.m. and 2:00 p.m. will be recorded as ½ day absent and those arriving after 2:00 p.m. will be recorded as one day absent.

Mondays, Tuesdays, Thursdays and Fridays

Dismissal time for grades K-3 will be at 2:45 p.m. and grades 4-5 will be at 2:50 p.m. and grade 6, 2:55 p.m. with school bus departure at 3:00 p.m.

Wednesday Early Out

Dismissal time for grades K-3 will be at 2:15 p.m. and grades 4-5 will be at 2:20 p.m. and grade 6, 2:25 p.m. with school bus departure at 2:32 p.m.

SCHOOL GUESTS

Students are not allowed to bring friends, cousins, siblings, etc., to school during school hours.

SCHOOL PICTURES

School pictures are taken in the fall. An elementary yearbook will be sold during the school year and will be handed out in the spring. Information will be sent to families regarding dates and costs of pictures and yearbooks.

VISITORS/VOLUNTEERS

Parents/guardians/visitors are encouraged to visit their child's classroom during a pre-arranged meeting or regular volunteer time. Parents must contact the teacher to set up this visitation time. If a parent or guardian needs to drop off an item for the child or classroom, we will accept the item(s) in the office and get it to the child in a timely manner. Our goal is to reduce the number of classroom interruptions and teaching time.

II PRE-SCHOOL INFORMATION

ENTRANCE AGE

Students may enroll at Bagley Elementary School provided they are at least five (5) years old on September 1st for kindergarten or at least six (6) years of age for first grade. **For detailed information regarding School District Policy #640, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

PRESCHOOL INFORMATION

We encourage parents to participate in the Preschool Screening Program for three and four year olds. We also encourage a physical examination before entering kindergarten. The proper forms will be distributed to enrolling kindergartners. A kindergarten roundup will be held in the spring of each year for the purpose of giving out information and registering prospective students.

III ATTENDANCE

STUDENT ATTENDANCE

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially and provides opportunities for important communications between teachers and students. It is the responsibility of the parent or guardian to ensure the student's school attendance; to inform the school when there is an absence; and to work cooperatively with the school to solve any attendance problems that may arise. **For detailed information regarding School District Policy #503, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

Please note below the categories for excused/unexcused absences, which will be in effect for this school year. Special cases will be reviewed individually.

Excused

Illness, dental
Family/close relative's death
Family emergency
Family trips
Religious activities
Lice up to 48 hours
Court appearance
Emergency disaster conditions
School sponsored outing
Active duty of military branch
Removal of student per suspension
Ongoing medical treatment of student

Unexcused

Medical absence without confirmation by parent or guardian/doctor
Lice beyond 48 hours
Missing the bus
Working at home
Shopping/hair cut
Car troubles
Baby-sitting
Any other absence not included under the attendance procedures set out in this policy

Students who are absent for any reason are expected to complete and hand in all make-up work. See Homework, page 14.

DEER HUNTING ABSENCES

If your child will be absent for deer hunting, it is required that the elementary office gets advanced notice of the days to be missed. Students will be allowed two excused days for absences for deer hunting.

MILITARY-CONNECTED STUDENT ABSENCES

Bagley School District has adopted a new policy which allows additional excused absences for students who have a parent/legal guardian who has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting. Any extra days will be decided upon at the discretion of the Superintendent or designee.

ATTENDANCE REVIEW TEAM

The Attendance Review Team will meet on a regular basis to monitor student attendance and will make referral to the Truancy Tracker Program as appropriate. Our school may request health provider documentation after three or more consecutive days or when absences become excessive or at any time that the Attendance Review Team deems necessary.

A perfect attendance record is commendable, but should not be sought at the expense of the child's health. If your child has had a fever or has been vomiting within the past 24 hours, please keep your child at home for an additional day. Special exceptions may be made for family trips, medical appointments, etc. Please notify the Elementary Office if leaving on an extended trip.

TRUANCY

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Truancy, for purposes of this policy, is the absencing of one's self from school or class without the approval of the school. Bagley Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A) and/or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents of children 7 years and older will be notified by mail after three days of truancy. Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy. Truancy reporting is based on cumulative days of truancy during any one school year. **For detailed information regarding School District Policy #503, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

WITHDRAWALS FROM SCHOOL

If you are moving out of town, please notify the Elementary Office as soon as possible to allow the secretaries to prepare transfer records and to notify the classroom teacher and administration.

ENROLLING TO THE SCHOOL

If you are moving into the school district and intending to enroll a child in school, or if you are transferring a student through Open Enrollment; it is best to notify the District Office in advance of the move/transfer. Elementary Office staff will send for a transfer of records and the enrollment process can be completed as soon as the records have arrived at the school. It is a requirement that all transfer of records and the enrollment process be completed prior to a student attending classes.

IV ACADEMICS/INSTRUCTION

ACCELERATED READING/MATH

Accelerated Reader/Math is a part of Bagley Elementary School's program. Students take diagnostic tests to determine

reading/math levels and are assigned point goals based on their individual level and their past history. Students meet these goals by reading AR books or math exercises and passing computer quizzes to earn points.

ALTERNATIVE INSTRUCTION/PARENT REVIEW/REQUEST

Parents may request to review the contents of curriculum and/or materials. To request materials, contact the Bagley Elementary Office at the address/phone number(s) provided in the staff directory. Also, "if the parent, guardian, or adult student objects to the content, parents can '... make reasonable arrangements' with school personnel (Teacher/Principal) for 'alternative instruction.'" Finally, "Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student." "School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work." Minn. Stat. 120B.20.

PARENT/TEACHER INVOLVEMENT PLAN

Research overwhelmingly demonstrates that parent/family/community involvement in children's learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are those, which engage parents and families working directly with their children on learning activities in the home or at school. A child's first and most influential teachers are their parents. Independent School District 162 supports this research, encouraging parents, families and community members to get involved with our school, and develop an active partnership which works toward continued improvement in our educational programming.

FIELD/STUDY TRIPS

Field or Study trips may be offered to supplement student learning. There may be costs for these field trips including admission fees/transportation costs or other costs of this field/study trip. Only students in the particular classroom/grade-level at Bagley Elementary will be allowed to attend the trip. In order to be a chaperone for a field trip of any type, one must be at least 18 years of age and will have passed the criminal background history check. At the beginning of the school year, parents are asked to sign an inclusive permission slip for local places, usually within walking distance. You will receive a permission slip for all other field trips. Parents must pick students up at school if a permission slip was not returned. Siblings will not be allowed on study trips. A mileage fee will be assessed for all trips outside the boundaries of the school district at a rate of \$2.00 per mile, not to exceed \$15.00 per student. Parents will be notified of the total cost of the trip, including admission fees and other costs by the classroom teacher.

HOMEBOUND INSTRUCTION

Homebound excused absences may be provided when medical reasons prevent a student from regular school attendance. In order to qualify for homebound, students must:

1. Be ill for five consecutive school days or longer
2. Submit homebound forms within 10 school days after returning to school. Forms are available in the High School counseling office.
3. If the above provisions are met, students may request a homebound instructor or after school tutor.

Other absences including illness will be deducted from days allowed under the regular attendance policy.

HOMELESS EDUCATION

To raise awareness among district personnel and community agencies, programs to address problems associated with homelessness are available through the school district. Educational rights of families and youth experiencing homelessness are addressed during public open houses, school communications and staff meeting opportunities. For more information, please contact the Bagley Elementary or High School Office.

HOMEWORK

Occasionally, special assignments will be given to a child for review or reinforcement of classroom learning. All homework should be finished and returned in by the due date. Students who are absent for any reason are expected to

complete and hand in all makeup work . **Work that was previously assigned and due on the first day absent will be due upon return to school.** The student will have one day plus the number of days absent to make-up the work assigned during the days absent. (Example – misses 2 days, he/she has 3 days to get the make-up work in.) It is the student’s responsibility to gather missed assignments and submit the completed work. Communication with parents regarding homework will be accomplished using the agenda in grades 1-6.

MEDIA CENTER

The media center has a significant part to play in the total education program of the school. In addition to serving as a source from which students and teacher may draw for reference materials to supplement classroom materials, the media center provides a broad reading experience. The Media Center plays a central role in our Accelerated Reader program. Students are encouraged to check out library materials, during both class and individual time. Instruction is also given in library protocol, which includes the care and use of books, the use of the card catalog, book arrangements and the use of reference materials. No fines are charged for overdue books, but children are expected to return books promptly. Charges will be made for damages to or loss of a book.

NON-DISCRIMINATION STATEMENT

Bagley Independent School District 162 does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, marital status, or age.

ONLINE PARENTVUE/STUDENT VUE-SYNERGY

BES has a new online student management system, Synergy, which allows parents and students to view most data related to school, including but not limited to the following: attendance, behavior, assignments, grades, school and district information. Setting up an account is an annual activity so parents will need an email address to set up an account. Contact the Elementary Office for instruction on how to create an account.

PROJECT LEAD THE WAY

We are very excited to introduce the implementation of a new technology-based curriculum called Gateway To Technology. This program will be integrated into sixth grade science during the 2007-08 school year. In addition, GTT will be offered in the junior high and continue on to Project Lead the Way Curriculum at the high school level. We expect this will open the door to many new career paths for our children.

REPORT CARDS/GRADING SCALES

Kindergarten and First Grades

E=(Exceeds) above 90%
M=(Meets) 80-89%
I=(In Progress) 70-79%
N=(Needs Improvement Below 69%

Second Grade Through Sixth Grade

A=90%+ (A-=90-93)
B=80-89%+ (B+=87-89, B-=80-83)
C=70-79%+ (C+=77-79, C-=70-73)
D=60-69% (D+=67-69, D-=60-63)

F=50% and Below
NA=Not Applicable

Specialists and Work Habits

O=Outstanding
S=Satisfactory
U=Unsatisfactory
NA=Not Assessed

Book Level Key by Quarter

Kindergarten 1st Quarter=NA, 2nd Quarter=2, 3rd Quarter=3, 4th Quarter=4
First Grade 1st Quarter= 5, 2nd Quarter=8, 3rd Quarter=12, 4th Quarter=16-18
Second Grade 1st Quarter=20, 2nd Quarter=23, 3rd Quarter=25, 4th Quarter=28

REPORT CARD/SUBJECTS AND SUB-STRANDS

Language Arts:

Phonemic Awareness: (K)
Phonics/Alphabetic Principal: (K,1,2,3,4 as needed)
High Frequency Words/Vocabulary: (K-6)
Fluency/Accuracy: (K,1,2,3,4,5 as needed)
Comprehension: (K-6)
Writing: (K-6)
Book Level: (K-2)

Math:

Numbers and Operations: (K-6) and MN State Standards and benchmarks
Algebra: (K-6) and MN State Standards and benchmarks
Geometry and measurement: (K-6) and MN State Standards and benchmarks
Data: (K-6) and MN State Standards and benchmarks

Science (STEM) with sub-strands and MN State Standards and benchmarks

Social Studies with sub-strands and MN State Standards and benchmarks

Specials:

Gym
Music
Technology

SAFETY PROCEDURE: LOWERING CURTAIN IN GYM

Prior to the lowering/raising of the curtain/divider, located in the large gym, an identifying signal, which is a whistle, will be sounded. All students will be directed to a safe area and will remain seated until the curtain is completely lowered or raised.

SCHOOL SUPPLIES

Textbooks and other academic materials are furnished by the School District free of charge on the assumption that they will be given reasonable care. Students in grades K-6 will be expected to furnish the items listed on the school supply list in this handbook. A student will be charged for lost or damaged books and agendas.

SECTION 504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 prohibits the discrimination against persons with a handicap in any programs receiving financial assistance. The act defines a person with a handicap as anyone who:

- Has a mental or physical impairment, which substantially limits one or more major life activity (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- Is regarded as having such impairment.

It is the policy of the Bagley Public Schools not to discriminate on the basis of handicap, in admission or access to, or treatment or employment in, its programs and activities. **For detailed information regarding School District Policy #640, please go to the school website or request a copy from the Elementary or Superintendent’s Office.*

Section 504 Coordinators

For questions regarding 504 plans, please contact:

Elementary – Lee Furuseth (218) 694-6528

High School – Helen Kennedy (218) 694-3120

SPECIAL NEEDS PROGRAMS

Students who meet the criteria for special education are provided the support necessary according to the severity and category of the disability. Special needs programs available include: Emotional Behavioral Disorders; Autism Spectrum Disorders; Developmental Cognitive Delays; Specific Learning Disabilities; and Speech/Language services.

TESTING PROGRAMS

Bagley Elementary evaluates student academic progress using a variety of assessments during the school year. Standardized tests we administer include: the Minnesota comprehensive Assessment II (MCA-II) and the Northwest Evaluation and Assessment/Measures of Academic Progress (MAP). In addition, we use the STAR Reading, STAR Math and the STAR Early Literacy tests to monitor progress. The following chart shows each test and when it is used:

Test	When Administered	Comments
MCA-II & III	Fall, Winter, Spring	Mandated by the State for grades 3-6
NWEA/MAP	Fall, Winter and Spring	Used to measure growth for grade 2 nd and 6 th only
STAR Reading	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Math	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Early Literacy	Fall, Winter Spring	Used to measure growth for grades K-1

TITLE I

Bagley Public School is committed to the goal of providing quality education for every child in the district. To this end, we want to establish partnerships with parents and with the community. Research overwhelmingly demonstrates that parent/family/community involvement in a child’s learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are those that engage parents and families working directly with their children on academic activities in the home or at school. Everyone gains if school and home work together to promote high academic achievement. Neither home nor school can do the job alone. Parents play an extremely important role as children’s first teachers. Their support for their children and for the school is critical to their children’s success every step of the way. Bagley Public School supports these beliefs through encouraging parents, families, and community members to get involved with our school and develop an active partnership that works toward continued improvement in our educational programming and meeting academic standards.

Bagley Public School recognizes that students may need the extra assistance available through the Title I program to reach the state’s high academic standards. Bagley Public School intends to include parents in all aspects of the school’s

Title I program. The goal is a school-home partnership that will help all students in the district to succeed. Please see the next page for the Parent/Teacher Title I Compact. A copy of pages 18-19 will be provided at fall conferences, Oct. 14 and Oct. 21. Parent/Teacher/Student signatures are collected and forms are filed and recorded.

Parent/Teacher Title I Compact

This school-parent compact is in effect during the 2017-2018 school year.

Each school receiving funds under Title I of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents. The compact must outline how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Yearly, the compact should be evaluated to determine its effectiveness with revisions made as necessary. Elementary schools must schedule annually a parent/teacher conference to discuss the compact.

Bagley Elementary School and the parents/guardians of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Bagley Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Bagley Elementary staff will communicate with parents/guardians in the following ways:

- Conferences
- Telephone, notes, email
- Newsletters
- Report Cards
- Community Calendar
- Scheduled meetings
- Agendas
- Wednesday Folders
- Academic Events

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:

Open House on Sept. 1

Conferences on:

- K-5: Nov. 17-18 and April 6-7.
- Grade 6: Oct. 4, Dec. 8, Feb. 23, and April 27

3. Provide parents/guardians with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Conferences
- Report Cards
- Mid-Term Reports, when applicable

- Updates when necessary

4. Provide parents/guardians reasonable access to staff, opportunities to volunteer, participate in their child's class, and to observe classroom activities. Parents/Guardians may aid in children's academic success in a number of ways.

Examples are:

- Volunteer in child's classroom or school
- Work with the teacher to resolve any questions or concerns
- Contact teachers by telephone, email, note; school conferences or scheduled meetings
- Teacher will communicate with parent/guardian before or after school or during teacher's prep time

Parent Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- Monitor attendance
- Make sure homework is completed
- Monitor amount of television my child watches
- Volunteer in my child's classroom
- Read to or with my child at home on a regular basis
- Work with the teacher to ensure my child understands and follows school and classroom rules
- Attend Parent/Teacher conferences
- Participate in, as appropriate, decisions relating to my children's education
- Stay informed about my child's education and communicate with the school promptly by reading all notices and responding, as appropriate
- Serve to the extent possible, on policy advisory groups, school support teams or in any other way possible

Parent/Guardian Name (Please print)

Phone Number

Parent/Guardian Signature

Date

Student

Teacher

V BEHAVIOR/DISCIPLINE

ALCOHOL, TOBACCO AND NARCOTICS

State law forbids possession and use of alcohol to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. State law forbids possession and use of tobacco to anyone under the age of 18. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18.

The School Board does not permit students to use or possess tobacco, alcohol or narcotics on school premises, at school activities or on school buses. In addition, current State law requires that law enforcement agencies are required to notify school officials of any violation concerning alcohol and other drugs.

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation, the items will be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper, under the circumstances.

In the event of any alcohol, tobacco or other drug violations, a school pre-assessment team is required to discuss each incident and make recommendations for follow-up actions for the student.

In addition, students may not possess or use at any school-sponsored activity including dances, contests or other activities, such behavior will be subject to regular school rules and penalties for such offense. **For detailed information regarding School District Policy #506, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

BULLYING PROHIBITION POLICY

I. PURPOSE

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of student, is prohibited on school district property, at school-related functions, and by misuse of technology on district transportation.

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities. Such behavior can be verbal, non-verbal, in writing or in any electronic form. This policy applies not only to students who directly engage in bullying but also to students who, by their indirect behavior, condone or support a student's act of bullying. Bystanders can also receive disciplinary consequences if their behavior is found to be indirectly supportive of the bullying behavior.

Forms to report bullying as per this policy are available in the Elementary School Office. Each incident will be investigated as detailed in the complete "Bullying Prohibition Policy" (514).

**For detailed information regarding School District Policy #514, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

DRESS CODE POLICY

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and appropriate dress are vital to the success of an individual and to those with whom the student shares a classroom or locker.

- A. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, etc.
- B. Clothing that displays open midriffs and/or low-cut or revealing clothing is prohibited. Clothing must cover shoulder, midriff, chest, torso and undergarments. Clothing that is revealing is prohibited (examples include:

halter tops, spaghetti straps, tube tops, strapless tops, muscle shirts and see-through clothing).

- C. Skirts or shorts must be fingertip length or longer (with leveled shoulders when arms are hanging at sides).
- D. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
- E. ISD #162 does not permit or condone student apparel or language that may be considered harassment is not permitted. Clothing that includes words, symbols, pictures which are obscene, vulgar, abusive, discriminatory, racist, and sexist or chemicals, tobacco or any other controlled substance products.
- F. Gang clothing including trench coats, chains, bandanas, artifacts, gang signs or graffiti is not permitted in school. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups are prohibited.
- G. Shoes must be worn at all times. Appropriate tennis shoes must be worn in physical education classes. No shoes with wheels allowed. Skateboards are not permitted.
- H. Hats, coats, backpacks and other nonessential items are to be left in the lockers. Wearing any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Head wear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, hats, hoods and du-rags.
- I. Due to persons with allergies and other respiratory problems, use of perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.

1st Violation – Student is warned and must correct their clothing or item in violation.

2nd Violation – Student is warned, must correct their clothing and receives a disciplinary consequence.

3rd Violation – Parent or guardian is contacted.

**For detailed information regarding School District Policy #504, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 162 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, race or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. **For detailed information regarding School District Policy #413, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

SCHOOL WEAPONS

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy.

A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, including, but not limited to, any firearm, whether loaded or unloaded, all knives, including all look-alikes. Appropriate discipline and disciplinary action will be taken against any person who violates this policy. ** For detailed information regarding the School District Policy #501, please request copy from the Elementary or Superintendent's Office.*

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT PERSON

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband. Lockers and desks are the property of Bagley School District. At no time does Bagley School District relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school officials, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of a student within a school locker or desks may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. It shall be a violation of this policy for students to use lockers and/or desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

The personal possessions and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. **For detailed information regarding School District Policy #502, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

STUDENT DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. A detailed list of types of misbehavior is located in the Student Discipline Policy #506 and can be located on the school website or a copy can be requested in the Elementary Office or the Superintendent's Office. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

SUSPENSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, the Minnesota Pupil Fair Dismissal Act will govern all procedures. Under the provisions of the law, students may be suspended or expelled from school for of the following: Willful violation any reasonable school board regulation; Willful conduct which materially and substantially disrupts the rights of other students to an education; Will conduct which endangers the student, or other students or school property. *School District Policy #506*

TENNESSEN WARNING

The purpose of questioning a student is to find out what happened and to impose the proper discipline. Our school discipline policy requires that the student cooperate so that no further discipline is given for not cooperating. Only parents/guardians and school officials will be given knowledge of the activity. Suspected criminal information will be submitted to the police

VI FOOD SERVICE

BREAKFAST/LUNCH/MILK BREAK

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 alternate.

In the Bagley Public Schools, students in kindergarten through sixth grade may participate in offer versus serve. Offer versus serve is a provision of the National School Lunch Program which allows students to refuse one or two of the five required food items in the lunch if they do not intend to consume them. Therefore, students in grades kindergarten through sixth grade **may** be offered all five food items, but **must** take at least three. Please discuss with your children the offer versus serve provision.

Money for lunch may be deposited into your family/student account in the elementary office, or by using PaySchools Online. Applications for free/reduced meal fees will be sent to your home before the beginning of the school year. Questions concerning the application should be directed to the Superintendent's office.

In the elementary school, if students do not have money for meals, they may charge their meals. When a student has a low or negative account balance, a written notice **and automated calling system** will be sent to the family. Low balance notices will be sent to families weekly **and by automated calling system on Wednesday evenings at 6:00PM**. Parents/guardians are expected to pay these charges when notified. The school will not deny a meal to any elementary child. **See Policy 534.**

Students with Lactose Intolerance: State law (Minnesota Statutes 124D.114) requires a Sponsoring Authority of school meal programs to provide one alternative for a student with lactose intolerance if the parent and/or doctor has requested an alternative in writing. The form may be picked up in the Superintendent's office.

Elementary Meal Prices

	<u>Regular</u>	<u>Reduced</u>
Breakfast (All Kindergarten students qualify for free breakfast)	\$1.30	Free
Lunch	\$2.30	Free
Adult Breakfast	\$1.85	
Adult Lunch	\$3.85	

FOOD SERVICE POLICY

Breakfast will be available to all students from 8:00 – 8:30 a.m. each morning that school is in session. When school buses are running late or if a child is sent down with a pass from a staff member, breakfast time will be extended to accommodate the student's needs. During school lunch time, sixth-grade students will be offered the same size food portions as students at the junior high level. These students are allowed to have seconds as long as food is available. Students with special needs are provided additional food at staff member request.

Students with food allergies or food intolerance will be provided an alternative food item if the parent and/or doctor has requested it in writing. Forms may be picked up in the Superintendent's office.

Due to the rapid increase in nut and nut oil/product allergies, peanut butter and other nut products are not served in the elementary breakfast and lunch menus. When parents send snacks and/or lunch food items to school, please try to stay away from products that contain peanut butter and/or nuts. **For detailed information regarding School District Policy #562, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

GUM, CANDY AND BEVERAGES

Gum, candy, pop and other caffeinated beverages are consumed at the discretion of the school staff.

WELLNESS POLICY

Independent School District 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: Nutrition Education; Physical Education/Activity; Food Service; Foods Available on Campus; Communication to Parents/Guardians; and Implementation, Monitoring and Evaluation. **For detailed information regarding School District Policy #533, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

VII HEALTH SERVICES

ASTHMA INHALER POSSESSION

Asthma is a disease of the respiratory system. An asthma episode occurs when people who have asthma experience trouble breathing. Allergies, infections, exercise, changes in temperature and smoke can cause an asthma episode. During an episode, the muscles around the airways tighten and the lining inside the airways swell and become clogged with thick mucous, making it difficult to breathe. The Minnesota legislature enacted language during the 2001 session that allows public elementary and secondary school students to possess and use inhalers prescribed for asthma or reactive airway disease. In order for the student to possess a prescribed inhaler, they must be certified by the health professional that prescribed the inhaler. For more information and the necessary forms, please contact the school health aide at 694-6528.

HEALTH OFFICE

The Health Office at Bagley Elementary is staffed by a School Health Para (SHP) and supervised by a school nurse from Clearwater County Nursing Services. The SHP sees students with illness or injury and administers medications both prescription and over-the-counter medications. For a student to receive a prescription medication at school, the parent must obtain a form that requires a parent and prescriber's signature. The medication must be in a regular prescription bottle (a pharmacy will split a prescription into two bottles upon request). Over-the-counter medications may be administered at a parent's request. An OTC medication form is to be completed and signed by the parent. The medication is brought to the school by a parent in the original container. These requests are made by the school to ensure your child's safety. The forms are available in the School Health Office or the Elementary Office.

The health office conducts the following screenings:

- Vision screening in grades 1, 3, 5 and 7 (teachers and parents with concerns may request screening at any time).
- Hearing screening in grades K, 1, 2, 3, 5 (teachers and parents with concerns may request screening at any time).
- Scoliosis screening: girls in grades 5 and 6.
- Height and weight once a year, grades K-6.

The school nurse teams with the teachers and administration in writing health plans for students with health issues such as allergies, asthma, diabetes, cancer, cerebral palsy, seizures, ADD, ADHS, other physical and mental health diagnosis or any condition which require management at school and/or affects the child's ability to learn.

HEAD LICE/NO NIT POLICY

Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected in your student you will be called to pick up your student from school. That student's classroom will be checked for lice as well as any siblings of that student. The school does maintain a "no nit" policy and it is strictly enforced. This means that all nits must be removed from the hair before a student may be allowed back to school. We expect that most families with students who have had head lice will be able to return to school by the

following day with proper treatment. Students who do not return to school the following day, must have a parent/guardian call the School Health Office to inform the SHP of progress or that student will have an unexcused absence for that day. Extended absence beyond 48 hours or 2 school days without contact from parents will be recorded as unexcused. For more information on how to get rid of head lice call the Clearwater County Nursing Service. **For detailed information regarding School District Policy #561, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

When the school's health paraprofessional notifies parents that a child has head lice/or nits, the following procedure will ensure that children are receiving assistance in a timely and appropriate manner: Students will advance to the next step if they have a new incident of lice or if upon recheck a significant number of nits are found. With each advancing step, parents and students will be required to fulfill all requirements of the preceding step(s) and any/all additional requirements. Bagley Schools will follow the attendance policy when absences due to head lice or nits become habitual.

Step One-First Reported Case:

- Notify parent. The child goes home for treatment.
- Notify Administration-Principal or Dean of Students.
- Treatment supplies may be available through your health care providers.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no nits or lice are found, the child will be readmitted to school.

Step Two-Second Reported Case:

- See Step One.

Step Three-Third Reported Case:

- See Step One.
- The school nurse refers case to the Community Health Representative or Clearwater County Nursing Service.

Step Four-Fourth Reported Case:

- See Step Three.
- Administration will sign off upon treatment completion and return to school.

Step Five-Fifth Reported Case:

- See Step Four
- The Administration refers the case to the Clearwater County Attorney or Indian Child Welfare for legal action if truant and sends a copy to the Clearwater County Department of Human Services.

Note: Students will be checked on a weekly basis following their third and fourth reported cases. If head lice and nit free, students will return to being checked only with the regular student body checks.

IMMUNIZATION RECORDS

Each student attending school in Minnesota is required to have the following immunizations/shots: diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, measles, mumps, rubella, varicella (chickenpox) and in preschool, Hemophilic Influenza or the parent may obtain a medical exemption or the conscientious objection on file at school. This form is available at the local clinics and Clearwater County Nursing Service. This form is to be completed, signed and on file at the school before admission to school. The information on your child's immunization record will be made available to Clearwater County Nursing Service to determine if your child has received the minimum recommended immunizations.

STUDENT MEDICATIONS

Bagley Public Schools acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed, signed request from the students' parent. A "Prescription Medication" or "Over the counter" medication form must be completed once per year

and/or when medication or dosage has changed. All controlled substance prescription drugs must be brought directly to school by a parent or guardian. Prescription medications must be brought to school in the original container, with the same number of pills as the prescription, labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Plan (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an Individual Health Plan (IHP). Bagley School District is to be notified of any change in a student's prescription medication administration. **For detailed information regarding School District Policy #516, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

VIII RECESS

RECESS

The following guidelines will set the procedures for parents and teachers:

- Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the school day. The school's office will use below -10° Fahrenheit to keep children inside at which time an inside recess period will be designated by the classroom teacher. When the temperature is -10° or colder, the paraprofessionals will also remain inside. This includes the pure temperature of -10° and/or wind-chill of -10°.
- Children, who have been at home due to an illness, may request by written parent note to remain indoors for two additional days after returning to school. In some cases, illnesses such as asthma, broken bones or other more severe problems may require additional days inside. The school will work with parents and the family doctor to ensure the child's medical needs are appropriately met.
- When a child must remain inside due to illness, they will be supervised during the recess period. Teachers will honor requests from parents regarding students staying inside after an illness. Other requests to remain inside are at the discretion of the teacher (i.e. those made by the student).
- Should the teacher determine that a child remains inside to complete work or as a disciplinary action, the teacher will provide supervision of the student.
- When a scheduled study trip occurs during the regular day and parents have authorized the child to attend, children should dress appropriately for the weather and participate in the trip.

RECREATION EQUIPMENT

The school furnishes equipment used for play at school. Toys to include but not limited to: baseballs, bats, radios, CD/cassette players, skateboards, rollerblades, small cars, etc. are not permitted at school without staff permission

IX ELECTRONICS

CELL PHONES

Cell phones and Personal Electronic Devices (CP-PEDs, which includes but is not limited to: bluetooth devices, radios, CD players, MP3 players/i-pods, tablets, handheld computers, or video games) are prohibited from use during school hours. See School District Policy 570. Cell phones must not be on the person and remain in lockers. ~~backpacks and turned off.~~ If a cell phone is seen, heard or used, or if there is a reasonable suspicion that the phone is on a person, the phone it will be taken by school staff and will be kept in the office until a parent is contacted to make arrangements for the return of the cell/phone. See Policy 570.

OTHER ELECTRONIC DEVICES

Items such as radios, CD players, MP3 players (i-pods), handheld computers or video games, and other electronic devices are not allowed in school. Students who violate this policy may have the electronic device taken and returned at a later time. The school is not responsible for lost or stolen items.

TELEPHONE USAGE

School staff may approve telephone call requests by students. Students are to use the phone for emergency purposes only. Emergency pass requests for buses, etc., should be made **with office personnel no later than 2:00 p.m.**

VIDEO RECORDING POLICY

It is the practice of Bagley School to use video recordings to record students in various settings around the school including but not limited to: hallways, classrooms, school buses, lunchrooms and playgrounds. These recordings are considered to be private data on individuals and may not be released to, or viewed by the public without appropriate release by the Superintendent. The recordings will be used for various reasons by the school such as a basis for discipline, security or other investigations. Recordings used as evidence in school policy or safety violations will be retained by the school district and/or law enforcement agencies. **For detailed information regarding School District Policy #711/712, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

X MANDATORY REPORTING

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy of the Bagley Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of ISD #162 to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible childcare in all settings. In all cases where there is a reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clearwater County Social Services/Law Enforcement Agencies.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

XI BUSES/MAINTENANCE

BUS USE FOR PARTIES

The use of school buses to transport friends to parties or for overnight guests is not allowed. Parents are asked to make special arrangements for picking up/dropping off children on these occasions. Special permission is given only for childcare situations.

DISTRICT BUS REGULATIONS

We expect students to behave in a safe way on the bus; therefore, **students will:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.

Students will not:

1. Fight, harass, intimidate or participate in horseplay while riding the bus.
2. Throw objects.
3. Eat, drink or use tobacco or drugs.
4. Bring any weapon or dangerous objects on the school bus.
5. Damage the school bus.

SCHOOL BUS REGULATIONS

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. **Serious misconduct may be reported to local law enforcement.**
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus, **on the School District's website, and in the student handbooks.** If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

 - 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

 - b. Respect the property of others while waiting at your bus stop.

 - c. Keep your arms, legs, and belongings to yourself.

 - d. Use appropriate language.

 - e. Stay away from the street, road, or highway when waiting for the bus.

 - f. Wait until the bus stops before approaching the bus.

 - g. After getting off the bus, move away from the bus.

 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

 - i. No fighting, harassment, intimidation, or horseplay.

 - j. No use of alcohol, tobacco, or drugs.

 - 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.

 - b. Sit in your seat facing forward.

 - c. Talk quietly and use appropriate language.

 - d. Keep all parts of your body inside the bus.

- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) If the student chooses to break a rule:

1st offense – The **bus driver** will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and/or talk to the parents/**guardians** about the situation.

2nd offense – If the same situation persists or more develop, the **bus driver** will fill out a warning slip noting the problem. Give one copy to the student, **transportation director and the school office**, call the parent/**guardian** as soon as possible to verify that the student took the warning slip home and call the transportation director be sure to warn the student and the parent/**guardian** that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.

3rd offense – One school-day suspension from riding the bus. If the problem behavior continues, the **bus driver** notifies the student that he/she may not ride the bus the following day. This is done by written notice also. ~~You~~ **The bus driver** must contact ~~both~~ the parent, ~~and~~ the transportation director, **and a school building administrator**, as soon as possible. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until** while the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parent/**guardian** or the transportation director to do so. If you brought them to school in the morning, you must deliver them home at night, unless instructed to do otherwise.

4th offense – three **to five** school-day suspension from riding the bus, **depending on the severity of the infraction**. ~~If the problem behavior continues,~~ **Working collaboratively, the transportation director and a building administrator**, the bus driver ~~notifies~~ **will meet with** the student **and the parent/guardian, in an effort to resolve the problem and administrate the bus suspension.** ~~that they may not ride the bus for three days.~~ **A written notice is again given to the student parent/guardian, the transportation director and the school administrator.** ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.~~ **The student will not be allowed to ride a bus again until after the**

parent/guardian meeting.

5th offense – two-week suspension from riding the bus. Working collaboratively, the transportation director and a building administrator, will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the two-week bus suspension. A written notice is given to the parent/guardian, the transportation director and the school administrator. The student will not be allowed to ride a bus again until after the parent/guardian meeting. If the problem behavior persists, the bus driver notifies the student that he/she may not ride the bus for two weeks by written notice. The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem. The driver building administrator will now notify the Superintendent of schools if a two-week privilege is lost. bus suspension is being imposed.

6th offense – Off the bus pending loss of privileges for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the suspension. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the suspension. If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and transportation director are contacted and a meeting will be held with the driver, student, parent and transportation director to discuss the loss of privilege. The Superintendent of schools shall be notified that the student has lost the riding privilege. by a building administrator if a bus suspension is being imposed.

Severe Clause: Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver and the transportation director or a building administrator. Severe behavior will activate step four of the preceding discipline procedure.

5. Guidelines for bus discipline

- a. The transportation director may override a decision made by the bus driver.
- b. If the parent cannot be contacted, the student shall be allowed to ride the bus for a maximum of 1-additional route or day, until while the parent is contacted.
- c. When circumstances require a student to ride home on a bus other than the one to which he/she is regularly assigned, written parental permission or a pass from the office is required.
- d. If a student is removed from the bus as a result of his/her behavior, the parents will be required to provide transportation to and from school during the entire period of removal from a bus. The removal applies to all regular, spectator and activity buses.
- e. At each step when a student loses bus riding privileges, a written record will be made of the incident with copies to the student, parent/guardian, transportation director and a building administrator. parent. Such record will include as many details as possible. Details to include are: time, bus number, regular or special route, names, date, specific behavior, students in the area, action taken, result of the phone call to the parent and other pertinent information.

If a student chooses to break a rule:

1. Regular processes the drivers use to correct behavior include assigning seats, verbal reprimands, talking to parents, etc.
2. Warning—the driver warns the student that continued problem behavior will result in the student being denied bus riding privileges. The driver fills out a warning slip noting the problem behavior, gives a copy to the student, notifies the transportation director and calls the parent.
3. One day off the bus—if the problem behavior continues the bus driver notifies the student that he/she may not

ride the bus the following day. Written notice specifying the problem is given to the student, the transportation director is contacted and the parent is contacted. If the parent cannot be contacted the student shall be allowed to ride the bus until such time contact has been made with the parent.

4. Three days off the bus—if the problem behavior continues the bus driver notifies the student that he/she may not ride the bus for three days. Written notice specifying the problem is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.
5. Two weeks off the bus—if the problem behavior continues, the bus driver notifies the student that he/she may not ride the bus for two weeks. Written notice specifying the problem behavior is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the student, the transportation director and the parent in a final effort to resolve the problem. The transportation director shall notify the Superintendent that the student is about to lose his/her riding privileges for the rest of the year.
6. Off the bus pending loss of privileges—if the problem behavior continues, the bus driver notifies the student that he/she may not ride the bus pending loss of privilege for the rest of the year. Written notice specifying the problem behavior is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the transportation director and the parent to discuss the loss of privilege. The transportation director shall notify the Superintendent that the student has lost the riding privilege.

SEVERE CLAUSE: Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver. Severe behavior will activate step four of the above discipline procedure.

If a parent wishes to object to any situation on the bus he/she should take the following steps:

1. Go to the bus driver and try to resolve the problem.
2. Go to the transportation director and try to resolve the problem.
3. Go to the Superintendent and try to resolve the problem.
4. Go to the transportation committee of the Board of Education and try to resolve the problem.
5. Go to the full Board of Education and try to resolve the problem.

Any student who is suspended from bus riding privileges will **NOT** be allowed to ride the bus for any activity. **For detailed information regarding School District Policy #709, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

NOTICE CONCERNING USE OF PEST CONTROL MATERIAL

Our School District personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effect on children, which may result from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

XII TECHNOLOGY

COMPUTER LABS and TECHNOLOGY

Bagley Elementary School utilizes iPads in our 1:1 iPad Initiative for all students grades Kindergarten through 6. In addition to iPad availability, we offer a computer lab and 2 mobile labs on laptop carts. These devices serve as educational tools and are available for word processing, keyboarding, creative expression as well as Internet Access for research and learning purposes as directed by teaching staff.

Use of these computers is a privilege, not a right. Students must agree to abide by the Acceptable Use Policy, which was adopted by the school district to ensure proper use of the computers and our network. Inappropriate use will lead to consequences requiring office action.

A summary of the Acceptable Use Policy appears below. Please take time to familiarize yourself with these guidelines

and review them with your children.

Computer, Network and Internet
Acceptable Use Policy #524
Bagley Elementary School
Students

Students must

1. *Respect and protect the privacy of others.*
 - Use only assigned accounts.
 - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Do not distribute private information about others or themselves.
1. *Respect and protect the integrity, availability, and security of all electronic resources.*
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
1. *Respect and protect the intellectual property of others.*
 - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
 - Do not plagiarize.
1. *Respect and practice the principles of community.*
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Do not respond to any unsolicited
 - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Do not send spam, chain letters, or other mass unsolicited mailings.
 - Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Complete Acceptable Use Policy is available via the district website (www.bagley.k12.mn.us) or by request from the District Office.

REVISIONS/ADDITIONS/CLARIFICATIONS
2017-2018 BAGLEY HIGH SCHOOL STUDENT HANDBOOK
Submitted for School Board Meeting July 17th, 2017

**PLEASE NOTE THAT IN THE FINAL DRAFT OF THE 2017-2018 STUDENT HANDBOOK
PAGE NUMBERS MAY CHANGE DUE TO FORMATTING**

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- Welcome letter(s) will be completed at a later date
- ~~Guidance~~ **School**Counselor – Jenny Fraley
- ~~Michael (Toby) Anderson~~ Director
- ~~Katherine Clark~~ Director
- **Jeremy Davies** – Director

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Student Information, Jarrett Merschman’s written letter to student body.

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2017-2018 STUDENT COUNCIL & CLASS OFFICERS

President	Jarret Merschman
Vice-President	Cali Olson
Secretary	Nikita Vincent
Treasurer	Breanna Nelson

SENIORS (Class of 2018)

President	Bailey Engesether
Vice - President	Kirah Otting
Secretary/Treasurer	Austin Knutson
Representatives	Maddy Strandlien

JUNIORS (Class of 2019)

President	McKinzie Halverson
Vice -President	Kara Bowman
Secretary/Treasurer	Lauren Midbo
Representatives	Bayli Dukek

SOPHOMORES (Class of 2020)

President	Sam Scherzer
Vice –President	Demi Keough
Secretary/Treasurer	Kylli Anderson
Representative	Cori Bonik
	Logan Engesether

FRESHMEN (Class of 2021)

President Macy Strandlien
 Vice President Alec Norum
 Secretary/Treasurer Hallie Lindgren
 Representatives Gracie Highberg
 Gavin Halverson

EIGHTH GRADE (Class of 2022)

President Liam Hagen
 Vice -President Ellie Bonik
 Secretary/Treasurer Sarah Pullins
 Representatives Tiffany Gerbracht
 Kyle Cease Bowman

SEVENTH GRADE (Class of 2023)

President Isiah Tramm
 Vice -President Elias LaFond
 Secretary/Treasurer Ali Netland
 Representatives McKenna Melbo
 Mason Eck

AT LARGE MEMBERS:

Emiley Iverson (11th)
 Madison Evje (10th)
 Lindsey Willis (10th)
 Tessa Tramm (9th)

Pg. 6 **BAGLEY HIGH SCHOOL TESTING DATES 2017-2018** Updated 6/7/2017

DATE	TEST
October 27 5	ASVAB (Grade 11) Career Exploration & Military Entrance 8:30-11:30
October 11	PSAT (Grade 11) 8:30-Noon
November 8	Pre-ACT(10 th Grade)
March 5/May 4 (ONLINE BEGINS/ENDS)	MCA Reading (Grades 3-8, 10) Mathematics (Grades 3-8, 11), MTAS Reading, Mathematics & Science
March 5/May 11(ONLINE BEGINS/ENDS)	MCA Science (Grades 5-8, High School)
April 3	ACT w/Writing Test (Grade 11)

- ACT TEST DATES TO BE DETERMINED

Pg. 7-8 **BAGLEY HIGH SCHOOL CALENDAR 2017-2018**

- August 30 Teacher Workshop- ***NO SCHOOL FOR STUDENTS***
- August 31 Teacher Workshop 12:00 – 5:00 BHS Open House 5:00-7:30 PM
- September 4 Labor Day, No School for students or staff

- September 5 Classes begin for Students
- September 8 Picture Day
- September 25-29 Homecoming Week
- September 25 Homecoming Coronation/ 2:40 PM
- September 29 Homecoming Pep fest/Academic Awards 9:00 AM
- September 29 Homecoming Parade 2:30 PM
- September 29 Homecoming Dance JH (7th & 8th) 8:00-10:00 SH (9th-12th) 9:00-Midnight
- October 2 **Parent/Teacher Conferences – 4:00-7:30 PM**
- October 5 ASVAB
- October 9 Picture Retakes
- October 11 PSAT- 8:30-Noon
- October 19-20 Fall Break – **NO SCHOOL**
- November 3 End of First Quarter
- November 8 Pre-Act (10th Grade)
- November 9 Veterans Day Program-9:30 AM
- November 10 Conference Exchange Day – **NO SCHOOL**
- November 17 Staff Development Grades 5-12-**NO SCHOOL FOR STUDENTS**
- November 23-24 Thanksgiving Vacation – **NO SCHOOL**
- December 7 **Parent/Teacher Conferences – 4:00-7:30 PM**
- December 9 Winter Formal Dance JH (7th & 8th) 8:00-10:00 SH (9th-12th) 9:00-Midnight
- December 21 Last Day with Students before Christmas Break
- December 22-January 1 Winter Break
- January 2 First Day of School after Christmas Break
- January 15 Staff Development Day- **NO SCHOOL-FOR STUDENTS**
- January 19 End of Second Quarter
- February 9-15 Snow Week
- February 12 Snow Week Coronation @ 2:25 PM
- February 14 Valentine's Day
- February 16 Conference Exchange Day- **NO SCHOOL**
- February 19 **Presidents Day- NO SCHOOL**
- February 22 **Parent/Teacher Conferences – 4:00-7:30 PM**
- March 3 Glow Dance- JH (7th & 8th) 8:00-10:00 SH (9th-12th) 9:00-Midnight
- March 23 End of Third Quarter
- March 29-30 **Spring Break-NO SCHOOL**
- April 6 Staff Development Day-**NO SCHOOL FOR STUDENTS**
- April 16 POSSIBLE EMERGENCY DAY #1
- April 28 Prom
- April 26 **Parent/Teacher Conferences – 4:00-7:30 PM**
- May 18 POSSIBLE EMERGENCY DAY #3
- May 24 Seniors last day
- May 25 POSSIBLE EMERGENCY DAY #2
- May 28 Memorial Day- **NO SCHOOL**
- May 29 Senior Awards Banquet
- May 30 Baccalaureate
- May 31 End of Fourth Quarter
- May 31 Students last day
- June 1 Teachers last day/Staff Development-**NO SCHOOL-FOR STUDENTS**
- June 1 GRADUATION

- This calendar contains three emergency/snow days. School will **not** be in session on these three days unless we have to make-up the emergency/snow days in the following order:
- Possible snow day – April 16 (#1) May 25 (#3) May 18 (#2)

Pg. 9 **BAGLEY JUNIOR SENIOR HIGH SCHOOL DAILY SCHEDULES 2016-2017-2017-2018**

- **Late Start Day (Monday, Tuesday, Thursday, and Friday) Start Time-10:24AM**

<u>Sr. High</u>		<u>Jr. High</u>	
• Period 1 3	10:24-10:56	10:24-11:11	Period 1 3
• Period 2 4/	11:15-12:37		Period 2 4
• Lunch A	11:00-11:31	11:15-11:45	
• Lunch B	11:35-12:06	12:07-12:37	Period 3 5
Period 3 5	12:10-12:42	12:41-1:23	Lunch C
• Period 5 6	01:22-01:54	1:27-2:14	Period 5 6
• Period 6 7	01:58-02:30	2:18-3:06	Period 6 7
• Period 7	02:34-03:06		Period 7
• <u>Busses Leave at 3:12</u>			
• <u>PLEASE NOTE WED. SCHEDULE WILL BE ADJUSTED ACCORDINGLY</u>			

BACKPACKS, BAGS, ETC.

Backpacks, book bags, large tote-bags, etc. clutter the aisles in classrooms, and are sometimes used to conceal items brought to class for the purpose of creating disruptions. Therefore, they are not to be carried from class to class during the day. Such bags are to be stored in the students' lockers, **work period room or office.**

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

The following items are not allowed to be used in the classroom (unless required for instructional purposes), locker rooms or assemblies. Items include but are not limited to the following: cell phones, headphones, radios, CD players, MP3 players (i-pods), tablets, handheld computers or video games, or other electronic devices. Students who violate this policy will have his/her electronic device confiscated and returned at a later time. ~~The contents of students' cell phones confiscated within the school may be searched when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Failure to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. Teacher discretion may be used to determine whether the device is a disruption. The school will not be held responsible for the loss/theft/destruction of electronic devices.~~ **Policy 570 is currently in discussion.**

FEES

Athletic Admissions: \$6 for Adults, \$4 for Students w/ID and Senior Citizens (65 and older), \$75 for Family Activity Pass, \$50 for Individual Pass, \$35 for Senior Citizen Pass, **\$25 for Bagley Student Pass.** School District employees **with ID will get in free,** \$50 for Family Activity Pass and \$25 for Individual Pass.

****Passes are good for home football, volleyball, boys and girls' basketball, hockey, dance and wrestling competitions. Passes do not include admittance to MSHSL sponsored tournament competitions.**

FOOD SERVICE

- **Lunch prices to be determined**

PAYMENTS

Money for meals may be deposited in the family/student account at any of the schools, or online. Students may also pay for their meals daily. Junior/Senior High School students may charge up to five (5) meals. If the meal charges have not been paid by these students, **a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.** Notices will be sent to the parent/guardians for payment. If a Jr. /Sr. High School student has charged five (5) meals and they have not been paid, they will be offered a ~~peanut butter sandwich, apple and milk for their lunch.~~ **alternate meal. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student. Students with a negative balance will not be allowed to charge any ala-carte items. Families will be notified of an outstanding negative balance once the negative balance reaches a balance below zero. Families will be notified by automated calling system on Wednesday evening at 6:00 p.m. with a friendly reminder for payment on account and a paper billing is sent to all students who carry a deficit on their meal account, requesting payment.**

UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charge classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Seniors are provided with documentation of any outstanding debts, including meal account deficits, two weeks prior to graduation. Any debts must be paid for the senior to attend the graduation ceremony. A diploma will be issued by the principal at a later time.

Negative balances of more than \$50.00, not paid prior to *end of the school year*, will be turned over to the superintendent's office for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law. Referenced from Policy 534

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SECTION 504 POLICY

HS Section 504 Coordinator
 BHS Principal David Gooch
 1130 Main Ave. N
 Bagley, MN 56621
 Phone (218) 694-6528

Alternate Section 504 Coordinator
~~Steve Cairns~~ Lee Furseth
 202 Bagley Avenue N
 Bagley, MN 56621 Phone (218) 694-3120

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STUDENTS OVER 18 YEARS OLD

- The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. **Students that are 18 years old that have special circumstances may ask administration for a review of this policy. The decision of the administration is final.**

TRANSPORTATION-BUS SAFETY

~~Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.~~

~~Students should get to the bus stop five minutes before your scheduled pick-up time and behave appropriately while waiting for the bus. Stay away from the street road, or highway while waiting for the bus and wait until the bus stops before approaching the bus. When exiting the bus, students should move away from the bus and wait for the driver to signal before crossing the street. Always cross in front of the bus where the driver can see you.~~

~~When on the bus, students are expected to behave appropriately and follow the bus driver's directives. Students should remain seated while on the bus and refrain from throwing things, switching seats, or any behavior which may distract the driver. Students who do not follow bus rules may be suspended from the bus or, in severe cases, bus privileges may be revoked. See the complete Student Transportation Safety Policy on the school website or respective school offices.~~

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. **Serious misconduct may be reported to local law enforcement.**
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus, **on the School District's website, and in the student handbooks.** If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.

 - b. Respect the property of others while waiting at your bus stop.

 - c. Keep your arms, legs, and belongings to yourself.

- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.

- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

- (1) If the student chooses to break a rule:

1st offense – The **bus driver** will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and/or talk to the parents/**guardians** about the situation.

2nd offense – If the same situation persists or more develop, the **bus driver** will fill out a warning slip noting the problem. Give one copy to the student, **transportation director and the school office**, call the parent/**guardian** as soon as possible to verify that the student took the warning slip home and call the transportation director be sure to warn the student and the parent/**guardian** that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.

3rd offense – One school-day suspension from riding the bus. If the problem behavior continues, the **bus driver** notifies the student that he/she may not ride the bus the following day. This is done by written notice also. ~~You~~ **The bus driver** must contact ~~both~~ the parent, ~~and~~ the transportation director, **and a school building administrator**, as soon as possible. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until while** the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parent/**guardian** or the transportation

director to do so. If you brought them to school in the morning, you must deliver them home at night, unless instructed to do otherwise.

4th offense – three to five school-day suspension from riding the bus, depending on the severity of the infraction. ~~If the problem behavior continues,~~ Working collaboratively, the transportation director and a building administrator, the bus driver ~~notifies~~ will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the bus suspension. ~~that they may not ride the bus for three days.~~ A written notice is ~~again~~ given to the student parent/guardian, the transportation director and the school administrator. ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.~~ The student will not be allowed to ride a bus again until after the parent/guardian meeting.

5th offense – two-week suspension from riding the bus. Working collaboratively, the transportation director and a building administrator, will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the two-week bus suspension. A written notice is given to the parent/guardian, the transportation director and the school administrator. The student will not be allowed to ride a bus again until after the parent/guardian meeting. ~~If the problem behavior persists, the bus driver notifies the student that he/she may not ride the bus for two weeks by written notice. The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem. The driver~~ building administrator will now notify the Superintendent of schools if a two-week privilege is lost. bus suspension is being imposed.

6th offense – Off the bus pending loss of privileges for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the suspension. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the suspension. ~~If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and transportation director are contacted and a meeting will be held with the driver, student, parent and transportation director to discuss the loss of privilege. The Superintendent of schools shall be~~

notified that the student has lost the riding privilege. **by a building administrator if a bus suspension is being imposed.**

Severe Clause: Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver **and the transportation director or a building administrator.** Severe behavior will activate step four of the preceding discipline procedure.

- a. If a parent wants to comment on a situation on the bus they should use the following steps:

1st Step – Go to the bus driver and try to resolve the problem.

2nd Step – Go to the transportation director and try to resolve the problem.

3rd Step – Go **to the school building administrator** and try to resolve the problem.

4th Step – Go to the Superintendent and try to resolve the problem.

~~4th~~ **5th** Step – Go to the transportation committee of the Board to try and resolve the problem.

~~5th~~ **6th** Step – Go to the Board of Education to try and resolve the problem.

VISITING SCHOOL

- All school doors will be locked at 8:30 AM for building security reasons. Visitors and late students need to be buzzed in to the main entrance of the building and should report directly to the principal's office. ~~Visitors are to explain the nature of their visit to the secretary at the main desk and are required to sign in/out at the main desk and wear a name badge while in the building.~~ If the purpose of the visit is to come in and spend part of the day observing the functioning of the school at facilities, permission must be secured in advance from the principal or designee. ~~Bagley High School students are not allowed to bring friends to school/class as visitors.~~ **All visitors are required to register at the main office, including showing a government issued photo ID (such as a driver's license). All visitors MUST wear a visitor name tag at all times while in the building, and return it to the**

office upon leaving. If a staff member wants a visitor to be allowed entrance, they shall notify the office secretary of the approved visitor's name. Any visitors not requested by a staff member will NOT be allowed access to the building. (This includes former students. If a former student wants to visit, they must have a staff member pre-approve their coming to school). If the purpose of the visit is an observation of a classroom or teacher or school functions, pre-approval from the Principal (or designee) is required. Bagley students are not allowed to bring visitors. Student visitors are only allowed for open enrollment considerations with the approval of the Principal (or designee). ~~Student visitors are allowed at Bagley High School only for open enrollment considerations.~~ Parents must call and arrange the visit in advance and must accompany the student on the visit. Parents are allowed to visit with their child on a one-on-one basis, but cannot attend/visit classes because of confidentiality of other students. Any person who is in the building during the school day without permission may be charged with trespassing.

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HEALTH SERVICES

- Bagley District #162 Health Services are provided through Clearwater County Nursing Service, which includes a part-time nurse for consultation and direct service as necessary. A trained health assistant is available to assess whether students need to go home for health reasons and to administer medication. Students in grades 7-12, ~~with written permission from their parents,~~ may carry and take over-the-counter pain medication, **however, an over the counter medication form must be signed by the parent/guardian and turned in to the health office. These forms may be obtained from the High School Office.** All prescription medication must be turned in to the health office and administered by the school nurse or her designee, who is trained to administer medication. Parental signatures and a signature from a physician must be on file if prescription medication is to be administered at school, **these forms are available in the High School Office.** All prescriptions must be in the original bottle from the pharmacy, with the name and dose of the medication clearly stated. See the school website for the complete policy on student medication. If you have any questions, please call Marissa Hetland at 218-694-6581.

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HEAD LICE NO NIT POLICY

- Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected in your student, you will be called to pick your student from school. ~~The school does maintain a “no nit” policy and it is strictly enforced. This means that all nits must be removed from the hair before a student may be allowed back to school. See the complete policy for more information or call Clearwater County Nursing Service for information on how to get rid of head lice. That student’s classroom will be checked for lice as well as any siblings of that student. Classrooms will be checked as time permits. If lice is not found a letter will be sent home letting parents know that the classroom was checked and lice was found. If lice was found a letter will be sent home with the students informing parents. If the classroom is not checked due to time constraints a letter will be sent home instructing parents to check their child. The letter will have instructions on how to check your child for lice and viable nits. There is a “A Guide to Head Lice Treatment and Prevention” located on the School District Website at www.bagley.k12.mn.us under the heading “Department” and pull-down menu to “health Service”. Board Revised: January 3, 2017~~

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ACADEMIC INFORMATION

ALTERNATIVE INSTRUCTION

~~Minn. Stat. §120B.20. Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, “to make reasonable arrangements” with school personnel (Teacher/Principal) for “alternative instruction.” Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.~~

Parents may request to review the contents of curriculum and/or materials. To request materials, contact the Bagley School Principal's Office at the address/phone number(s) provided in the staff directory. Also, "if the parent, guardian, or adult student objects to the content, parents can '... make reasonable arrangements' with school personnel (Teacher/Principal) for 'alternative instruction.'" Finally, "Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student." "School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work." Minn. Stat. 120B.20

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EARNING CREDIT

24 credits are required for BHS students to earn a diploma and graduate. **A student must receive a final course grade of D-or better to earn credit for the course.** Students in alternative instruction may earn credit the following ways:

- Students 16 or older must complete 20% of the semester credit hours in addition to required coursework to earn credit.
- Students age 14 and 15 must complete 50% of the semester credit hours in addition to required coursework to earn credit.

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GRADE LEVEL CLASSIFICATION

Grades 9 – 12

- Students are required to pass all classes required for graduation. If a student receives an 'F' or 'N' in a required class, they will need to repeat or remediate the course. **To track a student's progress the Counselor will hold senior meetings throughout the year. Warning letters will be sent home in the fall, winter and spring to advise students and parents of the student's progress.**
- ~~Students with fewer than 4 credits will be classified as Freshman~~
- ~~Students who have successfully passed 4-8.5 credits will be classified as sophomores.~~
- ~~Students who have successfully passed 9-14.5 credits will be classified as sophomores.~~
- ~~Students must successfully pass a minimum of 15 credits to be classified as seniors.~~
- Several classes have college credit available from the University of Minnesota Crookston or Northland Community College. These classes include: AP English, AP Calculus, Trigonometry, Spanish III, Anatomy, and AP Biology. In addition, there is **Online College in the High School** ~~On-line Learning Options~~ for college credit. To be eligible for "college in the high school" credit, students must be in grades 11-12 with a 3.0 CUM grade point average or above.

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REPORT CARDS

- Report cards will be issued approximately one week after the end of the grading period. The report cards will be given to the students to take home at the end of the first three quarters, **except for students who received a D or below, those will be mailed home.** The final 4th quarter report card will be mailed after the close of the school year. A mid-term progress report will be printed for all students during the middle of each quarter, and these will be handed out (not mailed) at Parent-Teacher Conferences.

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TEACHER ASSISTANT/OFFICE WORKER

- Juniors and seniors with a minimum GPA of 2.5 are eligible to be a T.A. or office worker. Students are limited to one per semester. The course is graded as Pass/No Pass. No grade points are earned for GPA or Honor Roll. Students are responsible for finding their own teaching assistant positions and a form must be signed by the supervising teacher **and a parent/guardian** and returned to the Guidance Office before the course will be added to the student's schedule.

GRADUATION REQUIREMENTS

School District #162 requires the successful completion of **24 credits**. **State law does not have a testing requirement for students.** Requirements for graduation include the successful completion of the following **required 17.5 credits plus 6.5 electives**:

- 4 credits in language arts, including: English 9, 10, 11, English 12 and .5 credit of English elective or AP English 12
- 3 credits of math, including: Algebra, Geometry, and **Algebra II for students who graduate in 2015 and beyond. ~~Students who are not proficient on the 11th grade MCA Test in Mathematics are required to take an additional credit of math their senior year.~~**
- 3 credits of science, including: Science 9, Biology, and Chemistry or Physics.
- **4 credits of social studies, including: Civics 9, U.S. History 10, World History, Adv. Geography 12 (1/2) and Economics 12 (1/2)**
- 1 credit in the arts (music, theater, dance, or visual art)
- .5 credit in Health
- .5 credit in PE 9
- 1.5 credits in technical/vocational courses from Career, Business, or Industrial Tech Education
- Additional elective credits **(6.5 credits minimum)**

PARTICIPATION IN THE GRADUATION CEREMONY

- The student must be a full time student in accordance with the regular attendance policy. Students must be enrolled at Bagley High School for the semester prior to graduation. PSEO students are considered enrolled at BHS.
- Be within two credits of completing the graduation requirements and the incomplete credits are in progress. This means that the student is registered for the necessary number of courses to complete the requirements for the diploma or be enrolled in courses in an alternative education program, **this must be done by May 17, 2018. All course work must be completed by the seniors last day, including 90% of all remedial work.**
- All unpaid fees (bills) that have accumulated during the student's career at BHS must be paid in full prior to graduation.
- All students must complete any detention or in-school suspension or any other disciplinary assignments in order to participate in the commencement exercises.
- If it becomes evident that any student has used alcohol or any other controlled substance prior to the graduation ceremony, that student will be reported to law enforcement. The student will also be asked to leave the premises and will not be allowed to participate in the commencement exercises.
- Students able to participate in commencement who have not completed all requirements will receive a diploma cover. Diplomas will be awarded only upon satisfactory completion of all graduation requirements.

SENIORS LAST DAY OF SCHOOL

THE CLASS OF 2017 STUDENTS' LAST DAY OF SCHOOL WILL BE THURSDAY MAY 25, 2017 UNDER THE FOLLOWING CONDITIONS:

- ~~There is NO SENIOR SKIP DAY. Senior skip day would be defined as any ONE day where 30% or more of the seniors are not in attendance at Bagley High School (not including field trips).~~
- ~~In the event that there would be a senior skip day (as defined above), the last day of school for the Class of 2017 would be WEDNESDAY, MAY 31, 2017 with graduation rehearsal being held on THURSDAY JUNE 1, 2017.~~
- ~~If seniors are required to attend until WEDNESDAY MAY 31, 2017 any senior not in attendance on those days would have to make up the time missed before they would be issued their diploma.~~
- ~~Weather related closures could change the last day of attendance for seniors.~~

ATTENDANCE POLICIES & PROCEDURES

ATTENDANCE POLICY AND REGULATIONS

This policy outlines the attendance regulations for Bagley Junior-Senior High School 18 years and under.

1. Minnesota State Law requires that all persons under ~~sixteen~~ **seventeen** years of age attend school. Students ~~16-18 years of age~~ **seventeen and older** may drop out of school after having met with a school official and their parent/guardian. After the meeting, the student can drop out of school by issuing a written notice signed by the students and the parent/guardian stating that both parties agree that the student can drop out.
2. Students are expected to be in their classes no later than 8:24 am and are expected to be on time to all classes. **(see Tardies)**
3. Students may not leave the school grounds during the day unless an out-of-school pass has been obtained. The only way a student may obtain an out-of-school pass is with a ~~written note~~ **notification** from a parent/guardian stating the reason for the requested absence, date, and time student needs to leave. **RUNNING ERRANDS AND GOING OUT TO LUNCH WILL NOT BE ALLOWED ON AN OUT-OF-SCHOOL PASS UNLESS APPROVED BY THE PRINCIPAL OR DEAN OF STUDENTS. Out-of-School passes must be obtained from High School Office personnel either before school or during the lunch periods ONLY.** Any student seen off the school grounds during the school day, without an out-of-school pass is automatically considered to be skipping that part of the day and shall be dealt with accordingly.
4. Students will be granted an excused absence by ~~bringing a note~~ **parent/guardian notification** which meets at least one of the criteria listed below:
 - A. Medical, dental or legal emergency or appointment.
 - B. Participation in extended family travel, or community sponsored activity.
 - C. Family emergency ~~such as work if not excessive~~, or a death in the family.
5. ~~All students will be required to bring a note from home stating the reason for the absence or the absence will not be excused.~~ **Upon returning to school after an absence, students will receive an admit slip.** The admit slip will show the date and class periods of the absence, and if it is excused or not excused. The admit slip must be picked-up no later than 8:24am.
6. Students who have an excused absence will be allowed to make up missed work. **Work that was previously assigned and due on the first day absent will be due upon return to school.** The student will have ~~the one~~ **one day** plus the number of days absent to make-up the work assigned during the days absent. (Example – misses 2 days, he/she has 3 days to get the make-up work in.) It is the student’s responsibility to gather missed assignments and submit the completed work.
7. Examples of common unexcused absences include but are not limited to: convenience shopping, hair appointments, missing the bus, over sleeping, recreational outing not authorized by the school district, skipping, etc
8. **Students are expected to be present for at least 90% of school days per semester. Parent/guardian will be notified if students are absent 9 or more school days in a semester, excused or unexcused.**
9. **Discipline procedures for absences will be implemented as follows:**
 - a. **Students who are present in the building but are NOT in class or otherwise accounted for (i.e. nurse’s office, counselor’s office) will be marked as **skipping class** (see Level 1 Offense, p. 31) and may be referred to the truancy tracker program.**
 - b. **Students who have three (3) unverified absences in any class are considered continuing truant and will be marked as **skipping class**.**

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TARDIES

- ~~Students who are tardy to class will be required to complete a form at the Counselor’s Office window and will then be escorted to class.~~ **Students are considered tardy if they arrive to class after the 2nd bell (for first period) and if they are not more than ten minutes late to class. Students who arrive to class more than ten minutes late will be considered extreme tardiness which is a level 1 offense (see pg. 31). If a student has a legitimate pass from a teacher or other school personnel, the tardy will be marked as excused. All other tardies will be marked as unexcused; after three unexcused tardies, consequences will occur. Students, who are tardy to school, must get a pass from the High School Office to be admitted to class.**

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BAGLEY HIGH SCHOOL FACULTY

- **Names will be added/deleted as/when necessary**

CHANGES/REVISIONS/ADDITIONS

SCHEDULE CHANGES – 7DAYS

DRIVERS ED- 14 YEAR OLDS???????

GRADING- TEACHERS DISCRETION???????

DELIVERIES TO SCHOOL IE. FLOWERS, BALLOONS

PARENT/STUDENT COMMUNICATIONS

LUNCHESS BEING DELIVERED

BAGLEY PUBLIC SCHOOLS MISSION STATEMENT

*“Pursuing Educational Excellence for All -
In partnership with parents and community, Bagley Public Schools will support, challenge
and empower students to become responsible, productive citizens.”*

WELCOME

Dear Students, Parent(s)/Guardian(s):

~~It is with great pride and excitement that I write this letter of introduction to you as the newly appointed Principal of Bagley Junior Senior High School for the 2016-2017 school year. I have enjoyed twenty-two years of teaching at the high school level, and my formal administrative experience has been shaped by one year of successful leadership as an Assistant Principal at International Falls High School. I am elated to bring my skills as an educational leader to your son/daughter's school and to work with you as a partner in education to ensure your child's success.~~

~~Along with staff, I will work hard to continue the legacy of success established at Bagley by building strong relationships with parents, students, staff, and community partners. We will continue our PRIDE, Positive, Respectful, Individuals, Demonstrating, Success initiative, teach 21st Century skills, nurture a safe environment, use data to form instruction, adopt direct instruction strategies to increase students' achievement, and provide exciting and challenging enrichment opportunities for all students.~~

~~I anticipate a most successful year as my team and I support the academic, social, and emotional growth of your child here at Bagley High School.~~

~~During the course of the year, it is my hope that we will work together to provide the students of Bagley the best possible opportunities in preparing them to be world-class citizens ready to master the challenges of the 21st Century with a solid foundation created here at our school. As Principal, my door is always open and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year yet!~~

~~In partnership,
David Gooch
Junior-Senior High School Principal~~

ADMINISTRATION AND SUPPORT STAFF

Jr.-Sr. High School Principal – David Gooch	694-3120
Guidance School Counselor – Jenny Fraley	694-3120/694-3129
Dean of Students – John Sutherland	694-3120
Athletic Director – Doreen Zierer	694-4051/694-6528
Superintendent – Steve Cairns	694-6184
Transportation – Aaron Edeman	694-6122
Building/Maintenance- Dan Lavine	694-3120
Head Custodian-Ron McCollum	694-3120/368-8314
Community Education & ALP – Corrie Uhlir	694-3232
Elementary Principal – Lee Furuseth	694-6528
Head Cook – Terri Christianson	694-3120
Director of Indian Education—Carol Vik	694-3120
AMI Coordinator-Penni Cairns	694-3120

SCHOOL BOARD MEMBERS

Adam Broden-Chairman
Amy Fontaine-Treasurer
Wendy Fultz-Clerk
LeAnn Agnes-Director
Michael (Toby) Anderson-Director
Katherine Clark-Director
Jamie Grover-Director
Jeremy Davies - Director

A NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.**
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.**
- C. If you feel the problem still has not been resolved, you should meet with the superintendent of schools.**
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.**
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.**

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy/procedure in the Student Handbook is subject to administrative review and discretion upon its implementation. This handbook may be changed during the school year with School Board approval. Any changes will be posted on the website and communicated to parents via School Reach.

STUDENT INFORMATION

~~To all Students at Bagley Junior Senior High School,~~

~~I'd like to welcome you all back to the new and exciting 2016-2017 school year! I hope that you all had a great summer! Let's start our school year with having a positive attitude and awesome school spirit. Student Council is here to make the best year yet. If you have anything you want to see within the school or changes in our activities, please come talk to us! Working together we will do our best to create a positive and respectful learning environment, so get ready to make more memories and have another fun year!~~

Your Student Council President,

~~Cassie Keough~~ Jarret Merschman

“FLYERS” SCHOOL SONG (To the Tune of Anchors Aweigh)

Onward Maroon and Gold
Onward to Fame
We never taste defeat, so Flyers win this game
Rah! Rah! Rah!
Roll out the score, Bagley,
Fight to the end
Stop (opponent’s name), in their tracks
And crush the (opponent’s name)
Crush the (opponent’s name) team.
(Band plays) FIGHT!
(Band plays) FIGHT!
Yea, Bagley, fight team fight!
Yea, Bagley, fight team fight!
We never taste defeat, so Flyers win this game
Rah! Rah! Rah!
Roll out the score, Bagley,
Fight to the end
Stop (opponent’s name) in their tracks
And crush the (opponent’s name)
Crush the (opponent’s name) team.
B-A-G-L-E-Y! YEA, BAGLEY!

PLEDGE OF ALLEGIANCE

I pledge allegiance
to the flag of the United States of America,
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all

2017-2018 STUDENT COUNCIL & CLASS OFFICERS

President	Jarret Merschman
Vice-President	Cali Olson
Secretary	Nikita Vincent
Treasurer	Breanna Nelson

SENIORS (Class of 2018)

President	Bailey Engesether
Vice - President	Kirah Otting
Secretary/Treasurer	Austin Knutson
Representatives	Maddy Strandlien

JUNIORS (Class of 2019)

President	McKinzie Halverson
Vice -President	Kara Bowman
Secretary/Treasurer	Lauren Midbo
Representatives	Bayli Dukek

SOPHOMORES (Class of 2020)

President	Sam Scherzer
Vice –President	Demi Keough
Secretary/Treasurer	Kylli Anderson
Representative	Cori Bonik
	Logan Engesether

FRESHMEN (Class of 2021)

President	Macy Strandlien
Vice President	Alec Norum
Secretary/Treasurer	Hallie Lindgren
Representatives	Gracie Highberg
	Gavin Halverson

EIGHTH GRADE (Class of 2022)

President	Liam Hagen
Vice -President	Ellie Bonik
Secretary/Treasurer	Sarah Pullins
Representatives	Tiffany Gerbracht
	Kyle Cease Bowman

SEVENTH GRADE (Class of 2023)

President	Isiah Tramm
Vice -President	Elias LaFond

Secretary/Treasurer Ali Netland
 Representatives McKenna Melbo
 Mason Eck

AT LARGE MEMBERS:

Emiley Iverson (11th)
 Madison Evje (10th)
 Lindsey Willis (10th)
 Tessa Tramm (9th)

ELECTION PROCEDURES

1. To be eligible for any Student Council or Class Officer position, students must -
 - have a Cumulative GPA of 2.00 or higher.
 - be a full-time student at Bagley High School
 - have no new or un-served MSHSL infractions – a MSHSL infraction will result in immediate dismissal from student council/class officer positions for the remainder of the school year.
2. The student council advisor will select the nomination process; verbal or paper vote, formal or informal.
3. The student council advisor will direct all voting. The administrative secretary in the high school office will count the ballots.
4. Ballots will be kept for one week after the elections.

BAGLEY HIGH SCHOOL TESTING DATES 2017-2018 Updated 6/7/2017

DATE	TEST
October 27 5	ASVAB (Grade 11) Career Exploration & Military Entrance 8:30-11:30
October 11	PSAT (Grade 11) 8:30-Noon
November 8	Pre-ACT(10 th Grade)
March 5/May 4 (ONLINE BEGINS/ENDS)	MCA Reading (Grades 3-8, 10) Mathematics (Grades 3-8, 11), MTAS Reading, Mathematics & Science
March 5/May 11(ONLINE BEGINS/ENDS)	MCA Science (Grades 5-8, High School)
April 3	ACT w/Writing Test (Grade 11)

ACT NATIONAL TEST DATES

Registration Packets available in the Guidance Office or register online www.actstudent.org.
 Students must register at least one month before test date.

2016-2017 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline	Complete Score Release***
June 11, 2016**	May 6, 2016	May 7-20, 2016	June 29, 2016
September 10, 2016	August 5, 2016	August 6-9, 2016	September 20, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016	November 8, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016	December 20, 2016

February 11, 2017

January 6, 2017

January 7-20, 2017

February 22, 2017

* The February test dates are NOT available in New York.

BAGLEY HIGH SCHOOL CALENDAR 2017-2018

August 30	Teacher Workshop- NO SCHOOL FOR STUDENTS
August 31	Teacher Workshop 12:00 – 5:00 BHS Open House 5:00-7:30 PM
September 4	Labor Day, No School for students or staff
September 5	Classes begin for Students
September 8	Picture Day
September 25-29	Homecoming Week
September 25	Homecoming Coronation/ 2:40 PM
September 29	Homecoming Pep fest/Academic Awards 9:00 AM
September 29	Homecoming Parade 2:30 PM
September 29	Homecoming Dance JH (7 th & 8 th) 8:00-10:00 SH (9 th -12 th) 9:00-Midnight
October 2	Parent/Teacher Conferences – 4:00-7:30 PM
October 5	ASVAB
October 9	Picture Retakes
October 11	PSAT- 8:30-Noon
October 19-20	Fall Break – NO SCHOOL
November 3	End of First Quarter
November 8	Pre-Act (10 th Grade)
November 9	Veterans Day Program-9:30 AM
November 10	Conference Exchange Day – NO SCHOOL
November 17	Staff Development Grades 5-12- NO SCHOOL FOR STUDENTS
November 23-24	Thanksgiving Vacation – NO SCHOOL
December 7	Parent/Teacher Conferences – 4:00-7:30 PM
December 9	Winter Formal Dance JH (7 th & 8 th) 8:00-10:00 SH (9 th -12 th) 9:00-Midnight
December 21	Last Day with Students before Christmas Break
December 22-January 1	Winter Break
January 2	First Day of School after Christmas Break
January 15	Staff Development Day- NO SCHOOL-FOR STUDENTS
January 19	End of Second Quarter
February 9-15	Snow Week
February 12	Snow Week Coronation @ 2:25 PM
February 14	Valentine’s Day
February 16	Conference Exchange Day- NO SCHOOL
February 19	Presidents Day- NO SCHOOL
February 22	Parent/Teacher Conferences – 4:00-7:30 PM
March 3	Glow Dance- JH (7 th & 8 th) 8:00-10:00 SH (9 th -12 th) 9:00-Midnight
March 23	End of Third Quarter
March 29-30	Spring Break-NO SCHOOL
April 6	Staff Development Day- NO SCHOOL FOR STUDENTS
April 16	POSSIBLE EMERGENCY DAY #1

April 28	Prom
April 26	Parent/Teacher Conferences – 4:00-7:30 PM
May 18	POSSIBLE EMERGENCY DAY #3
May 24	Seniors last day
May 25	POSSIBLE EMERGENCY DAY #2
May 28	Memorial Day- NO SCHOOL
May 29	Senior Awards Banquet
May 30	Baccalaureate
May 31	End of Fourth Quarter
May 31	Students last day
June 1	Teachers last day/Staff Development- NO SCHOOL-FOR STUDENTS
June 1	GRADUATION

This calendar contains three emergency/snow days. School will **not** be in session on these three days unless we have to make-up the emergency/snow days in the following order:

Possible snow day – April 16 (#1) May 25 (#3) May 18 (#2)

SCHOOL CLOSING NOTICE

Announcements for school closure or late starts will be made as early as possible. **Notice will be given via School Reach and on Bagley Cable TV, KVLV-TV11, KXJB-TV4, WDAY-TV5. BEMIDJI RADIO STATIONS: KBHP (FM 101.1 / FM 95.5), KKBK (FM 103.7 / FM 98.3), FOSTON RADIO STATIONS: KKCQ-KKDQ (FM 96.7 and FM 107.1) and MAHNOMEN RADIO STATION: KRJM (101.5).**

BAGLEY JUNIOR SENIOR HIGH SCHOOL DAILY SCHEDULES ~~2016-2017~~ 2017-18

Regular Daily Schedule (Monday, Tuesday, Thursday, Friday)

Morning Bell- 8:19AM *** 4 minutes passing time between classes

<u>Sr. High</u>		<u>Jr. High</u>	
Period 1	08:24-09:14	Period 1	08:24-09:14
Period 2	09:18-10:08	Period 2	09:18-10:08
Period 3	10:12-11:02	Period 3	10:12-11:02
Lunch	Period 4	Period 4	11:06-11:56
(A) 11:02-11:30	11:34-12:24	Period 5	12:00-12:50
(B) 11:56-12:24	11:06-11:56	Lunch (C)	12:50-01:18
Period 5	12:28-01:18	Period 6	01:22-02:12
Period 6	01:22-02:12	Period 7	02:16-03:06
Period 7	02:16-03:06		

Busses Leave at 3:12

Regular Schedule (Wednesday)

<u>Sr. High</u>		<u>Jr. High</u>	
Period 1	08:24-09:10	Period 1	08:24-09:10
Period 2	09:14-10:00	Period 2	09:14-10:00
Period 3	10:04-10:50	Period 3	10:04-10:50
Lunch	Period 4	Period 4	10:54-11:40
(A) 10:50-11:18	11:22-12:08	Period 5	11:44-12:30
(B) 11:40-12:08	10:54-11:40	Lunch (C)	12:30-12:58
Period 5	12:12-12:58	Period 6	01:02-01:48
Period 6	01:02-01:48	Period 7	01:52-02:38
Period 7	01:52-02:38		

Busses Leave at 2:44

Late Start Day (Monday, Tuesday, Thursday, and Friday) Start Time-10:24AM

Sr. High

Period 1 3	10:24-10:56	10:24-11:11
Period 2 4 /	11:15-12:37	
Lunch A	11:00-11:31	11:15-11:45
Lunch B	11:35-12:06	12:07-12:37
Period 3 5	12:10-12:42	12:41-1:23
	12:46-01:18	
Period 5 6	01:22-01:54	1:27-2:14
Period 6 7	01:58-02:30	2:18-3:06
Period 7	02:34-03:06	

Jr. High

Period 1 3	10:24-10:56	10:24-11:11
Period 2 4	11:00-11:31	11:15-12:02
Period 3 5	11:35-12:06	12:06-12:53
Period 4	12:10-12:42	
Lunch C	12:42-01:18	12:53-1:23
Period 5 6	01:22-01:54	1:27-2:14
Period 6 7	01:58-02:30	2:18-3:06
Period 7	02:34-03:06	

Busses Leave at 3:12

Late Start Day (Wednesday) Start Time 10:24AM

Sr. High

Period 1	10:24-10:52
Period 2/ Lunch 2A	10:56-11:24
Period 2/Lunch 2B	11:28-11:56
Period 3	12:00-12:28
Period 4	12:32-01:00
Period 5	01:04-01:32
Period 6	01:36-02:04
Period 7	02:08-02:38

Jr. High

Period 1	10:24-10:52
Period 2	10:56-11:24
Period 3	11:28-11:56
Period 4	12:00-12:28
Lunch C	12:28-01:00
Period 5	01:04-01:32
Period 6	01:36-02:04
Period 7	02:08-02:38

Busses Leave at 2:44

Early Release (Monday, Tuesday, Thursday, and Friday) Start Time-08:24AM

Sr. High

Period 1	08:24-09:14
Period 2	09:18-10:08
Period 3	10:12-11:02
Lunch	Period 4
(A) 11:02-11:30	11:34-12:24
(B) 11:56-12:24	11:06-11:56
Period 5	12:28-12:54

Jr. High

Period 1	08:24-09:14
Period 2	09:18-10:08
Period 3	10:12-11:02
Period 4	11:06-11:56
Period 5	12:00-12:24
Lunch C	12:24-12:54

Busses Leave at 1:00

Early Release (Wednesday) Start Time 08:24AM

Sr. High

Period 1	08:24-09:10
Period 2	09:14-10:00
Period 3	10:04-10:50
Lunch	Period 4
(A) 10:50-11:18	11:22-12:08
(B) 11:40-12:08	10:54-11:40
Period 5	12:12-12:54

Jr. High

Period 1	08:24-09:10
Period 2	09:14-10:00
Period 3	10:04-10:50
Period 4	10:54-11:40
Period 5	11:44-12:30
Lunch C	12:30-12:54

Busses Leave at 1:00

GENERAL INFORMATION

AFTER SCHOOL ACTIVITIES

Students may stay at school after regular classes have been dismissed only if they are in an activity or have a written pass to work under the supervision of a teacher/staff member. Students **must** leave the building by 3:20 PM daily if they don't have an activity in which to participate. When students attend evening activities at the school, they are expected to stay at the activity. Students leaving sports activities may re-enter only after paying again. **Students are expected to follow school rules at all after school activities. Misconduct may result in suspension of privileges to participate in or attend after school activities along with any appropriate school consequences.**

BACKPACKS, BAGS, ETC.

Backpacks, book bags, large tote-bags, etc. clutter the aisles in classrooms, and are sometimes used to conceal items brought to class for the purpose of creating disruptions. Therefore, they are not to be carried from class to class during the day. Such bags are to be stored in the students' lockers, **work period room or office**

BAGLEY DISTRICT WEBSITE

The Bagley School District has a website which is continually being updated with information and policies that the School Board approves. Parents and students are encouraged to use the website to contact staff via e-mail, pay bills via PaySchools, check on dates and times of sporting events, concerts, dances, and other school-related events, and check student attendance and grades on the **Synergy ParentVue**. The district's website address is: www.bagley.k12.mn.us.

BUS PASSES

Bus passes will be issued to students **with parent permission**. **Parents must send a note, e-mail, or call the High School Office** stating the reason for riding a different bus, the date, and the final destination of the student.

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

~~The following items are not allowed to be used in the classroom (unless required for instructional purposes), locker rooms or assemblies. Items include but are not limited to the following: cell phones, headphones, radios, CD players, MP3 players (i-pods), tablets, handheld computers or video games, or other electronic devices. Students who violate this policy will have his/her electronic device confiscated and returned at a later time. **The contents of students' cell phones confiscated within the school may be searched when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Failure to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. Teacher discretion may be used to determine whether the device is a disruption. The school will not be held responsible for the loss/theft/destruction of electronic devices.** Policy is currently in discussion.~~

Flyer Pride CONCESSION STAND

All juniors are expected to sign up and work at the concession stand a minimum of one time throughout the school year. Bagley High School hosts over 50 events throughout the year during which the concession stand is in operation. **If a junior chooses not to work in the concession stand at least once, they will not be allowed to attend the Prom.** Fall and winter sports coaches and athletes will also assist with the operation of the concession stand.

DANCES

The Student Council sponsors several school dances during the school year for both junior high and senior high students. Junior high dances are for Bagley students only, in most cases are held from 8:00-10:00-PM, and students are not admitted after 9:00PM, with the exception of students arriving late due to other school related activities, such as the Homecoming Football game. Junior High Students, with the exception of WORKING Student Council Members **MUST** leave the dance by 10:00 PM. Senior high dances are usually held from 9:00 PM-12:00AM and students will not be allowed to enter after

10:00PM, with the exception of students arriving late due to other school related activities, such as the Homecoming Football game, **unless permission has been granted in writing by the Principal**. Senior High Students *MAY NOT* enter the dance earlier than 9:00 PM, with the exception of WORKING Student Council Members. Guests may be taken to the majority of senior high dances; however, guests must be in good standing with their school and *under the age of 20*. Current Bagley High School Students would all still be able to attend regardless of age. Once a student or guest leaves a dance they *MAY NOT* re-enter. All school rules, including the dress code, are enforced during school dances. **Consequences for inappropriate behavior at dances may include being asked to leave the dance, or other school consequences as stated in this handbook (pages 31-32)**. Any alcohol or drug use or other criminal behavior, occurring at dances will immediately be turned over to law enforcement.

DIRECTORY INFORMATION

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Students must request within 30 days of their first attendance day if they do not want the following information published or disclosed to public service agencies, non-profit agencies, the media and school publications and technology: name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full or part-time), participation in officially recognized activities and sports, weight and height of athletic team members, pictures, awards received. The most recent educational agency or institution attended, and parents' name, address, and telephone number. This information may be disclosed to public service agencies, non-profit associations, the local newspaper and radio stations and school publications (paper and electronic). Forms to request directory information is not published or disclosed are available in the High School Office. For the complete policy directory information, refer to School Board Policy 515 on the Bagley website.

DISCRIMINATION IN PROGRAMS AND EMPLOYMENT TITLE IX

It is the policy of Bagley Independent School District No. 162 not to discriminate on the basis of sex in its educational programs, activities or employment policies required by Title IX of the 1972 Education Amendments. There is a grievance procedure that can be found on the school website, high school and district office, along with the complete policy. The District has designated the following individuals to coordinate compliance with Title IX of the Educational Amendments Act.

Title IX Coordinator:

Dean of Students Doreen Zierer
202 Bagley Avenue North
Bagley, MN. 56621
Phone (218) 694-6122

Alternate Title IX Coordinator:

Superintendent Steve Cairns
202 Bagley Avenue North
Bagley, MN. 56621
Phone (218) 694-6184

DRIVER'S EDUCATION POLICY

Independent School District #162 will offer a complete course in Drivers Training to all students who are between the ages of 14 and 18 years old, that are enrolled, attending Independent School District #162, or students not attending I.S.D. #162 whose parents/guardians pay real estate taxes in I.S.D. #162 for a fee of \$265 (i.e. Open Enrollment, Home School). All other students shall pay \$315.

For students that wish to participate in the 30 hours of classroom for driver education, the following criteria will be verified:

1. Must be eligible and passing all classes.
2. Must be in good standing with attendance, as determined by your school (i.e. must not be over on days).
3. May not miss more than 3 excused hours, as determined by instructor. Any missed hours must be made up at a later date.
4. Homebound students must present a doctor's note in order to attend class sessions.
5. Must be at least 14 years of age. Oldest by age, not grade, will be admitted into class first.
6. Must pay fee in full before first class session.

DRUG FREE-WEAPON FREE ZONE

The State of Minnesota has declared that the zone extending 300 feet or one city block on all sides of school, park or public housing facilities must be drug and weapon free. Penalties for infractions are greatly increased within this zone.

FEES

Public education in Minnesota is free to all students who are residents. Students are expected to provide their own pencils, paper, erasers, and notebooks. In addition, the Bagley School Board has approved the following fees:

MSHSL Sponsored Athletic Team Activities Grades 7-12: \$65 per season – no family or individual limit
Extra-Curricular Activities – Grades 7-12: \$20 per activity – no family or individual limit
Activities include: One Act Play, Knowledge Bowl, Annishinabe Bowl, Speech, MSHSL Music Competitions (1 fee for all competitions – Large group, Ensemble, Solo), Science Fair, **History Day & Robotics.**

Athletic Admissions: \$6 for Adults, \$4 for Students w/ID and Senior Citizens (65 and older), \$75 for Family Activity Pass, \$50 for Individual Pass, \$35 for Senior Citizen Pass, **\$25 for Bagley Student Pass.** School District employees **with ID will get in free,** \$50 for Family Activity Pass and \$25 for Individual Pass.

****Passes are good for home football, volleyball, boys and girls’ basketball, hockey, dance and wrestling competitions. Passes do not include admittance to MSHSL sponsored tournament competitions.**

Student Parking Fees: There will be an Annual cost of \$25 to park in the Student Parking Lot at Bagley High School. The cost for a single Semester Parking Permit is \$15.00. If a student loses a permit, there will be a \$5 replacement fee. **Students and their parents will be notified in person and in writing if they are found not to have a permit. After being notified of being out of compliance, if students do not secure a permit, they will have their vehicles towed at their expense.**

Other Student Fees: Students may also be required to pay for the cost of materials for class projects that exceed the minimum requirements and is kept by the students, security deposits for the return of materials, supplies, or equipment, field trips considered supplementary to the district’s educational program, use of musical instruments owned or rented by the school district, a district-sponsored driver’s education course, admission fees to school activities, and the cost of yearbooks, graduation announcements, caps and gowns and class rings, should they elect to order any of these items.

Students will be charged for textbooks, workbooks and library books that are lost, damaged, or destroyed. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

FOOD SERVICE

Bagley Public Schools participate in the National Food Service, with regulations requiring that food from the five food groups is served. Students who prefer to bring their lunch may do so, but it must be eaten in the cafeteria. **Students MAY NOT order food from outside sources and have it delivered to the school. Students who have purchased a reimbursable meal may purchase ala carte items and seconds at lunch. Students on Free or Reduced status must pay the same rate for all ala carte items and seconds as those students who are full pay.** Breakfast is served daily from 8:00 – 8:24. Breakfast and lunch prices for high school students and adults are as follows:

Breakfast: \$1.40	Free & Reduced: Free	Adult price: \$1.85
Lunch: \$ 2.55	Free & Reduced: Free	Adult price: \$3.85

A la Carte Items: Prices will vary and will be posted on the school website and cafeteria. Additional juice and milk: \$.30 Soy Milk: \$.70

PAYMENTS

Money for meals may be deposited in the family/student account at any of the schools, or online. Students may also pay for their meals daily. Junior/Senior High School students may charge up to five (5) meals. If the meal charges have not been paid by these students, **a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.** Notices will be sent to the parent/guardians for payment. If a Jr. /Sr. High School student has charged five (5) meals and they have not been paid, they will be offered a ~~peanut butter sandwich, apple and milk for their lunch.~~ **alternate meal. The cost of the alternative meal will be charged to the student’s account or otherwise charged to the student. Students with a negative balance will not be allowed to charge any ala-carte items. Families will be notified of an outstanding negative balance once the negative balance reaches a balance below zero. Families will be notified by automated calling system on Wednesday evening at**

6:00 p.m. with a friendly reminder for payment on account and a paper billing is sent to all students who carry a deficit on their meal account, requesting payment.

UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charge classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Seniors are provided with documentation of any outstanding debts, including meal account deficits, two weeks prior to graduation. Any debts must be paid for the senior to attend the graduation ceremony. A diploma will be issued by the principal at a later time.

Negative balances of more than \$50.00, not paid prior to *end of the school year*, will be turned over to the superintendent's office for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law. Referenced from Policy 534

LUNCH REFUNDS

Account balances are carried over to the next school year. Students leaving the school district or graduating from high school may have their account balances refunded by the lunch account secretary at the end of the school year. If seniors have younger siblings, the balance will remain in the account. Refunds from the accounts will only be sent if the balance is greater than \$5.00. A request for refund must be made by the parent/guardian when a student leaves the district.

LUNCHROOM EXPECTATIONS

Bagley High School has a closed lunch period which means students may not leave the school grounds during lunch. Students may go outside to a designated area determined by school officials but lunches must not be brought outside. Students are expected to return their tray to the appropriate place after eating and clean up any messes that are made in the cafeteria.

Please refer to the complete policy on our website or in the respective school offices.

HOMEBOUND INSTRUCTION

Homebound excused absences may be provided when medical reasons prevent a student from regular school attendance. In order to qualify for homebound, students must:

1. Be ill for 5 consecutive school days or longer.
 2. Submit homebound forms within 10 school days after returning to school. Forms are available in the counseling office.
 3. If the above provisions are met, students may request a homebound instructor or after school student tutor.
- Other absences including illness will be deducted from days allowed under the regular attendance policy.

INSURANCE

Independent School District #162 ***DOES NOT*** carry insurance on students. If students and their parents want insurance coverage, a variety of insurance plans are available for which the parent must pay. Application forms for insurance may be secured in the high school office.

INTERNATIONAL EXCHANGE STUDENT POLICY

1. Only students sponsored by agencies included in the Advisory List of International Educational Travel and Exchange Programs of the Council on Standards for International Educational Travel (CSIET) will be accepted as International Exchange Students at BHS.
2. International Exchange Students must be 17 years of age by September 1st of the year they are applying for application to BHS. Students under the age of 17 will be considered on a case-by-case basis, and MAY BE allowed to attend with principal approval.
3. International Exchange students will be placed in the grade that corresponds to their school progress. That is, if they are in the 11th grade in their home country they will be in the 11th grade here.
4. International Exchange students must complete the required courses and standards for the grade they are enrolled in and must earn at least **6 credits** during the year.

JUNIOR-SENIOR PROM, BANQUET & GRAND MARCH

Parents, families and friends are invited to attend the Grand March. Only juniors and seniors of Bagley High School and registered guests are eligible to participate in the Grand March, Banquet and Prom. Alternative Education students may participate only if they classified as a junior or senior, were enrolled in BHS as a full time student immediately prior to their placement at the ALP, and are pursuing a BHS diploma. Junior and senior student participants may be accompanied by their parent during the Grand March, if prior approval has been arranged with the BHS Principal.

Registered guests must have attained the sophomore year in high school to be eligible to attend the Grand March, Banquet, and Prom. Students may take an out-of-school guest as a date, provided he/she is at least a sophomore, and 20 years of age, or under, and parents and students sign the prom contract. Students who are engaged to someone that is over 20 must individually approach the School Board for permission to bring their fiancée. The sophomore waiters and waitresses at the Banquet may not attend the Prom, unless they are a date of a BHS junior or senior. Students planning to attend the Prom must obtain a ticket in advance. The prom dance will begin at 9:00PM and end at 12:00 midnight.

LOCKERS

All lockers are the property of the school and are provided for student use by the school. Lockers should be used to keep your textbooks and other school materials, when they are not in use, and any coats or other outdoor garments. Students are not to tamper with the locks. Doing so will result in disciplinary actions and fines. **Valuables should be kept on your person or left at home. The school will not be responsible for items lost or stolen.** Unauthorized locks may be removed from lockers in such a manner that will destroy the lock. In this event, the school or its officials are not liable for the cost of the lock.

LOCKER ROOMS

Gym lockers are to be used for clothing for physical education classes and for extra-curricular sporting activities. Students should keep all materials they need during the school day in the hallway locker assigned to them, not in their gym locker. Locker rooms will be locked during the lunch breaks. Lockers should be kept locked at all times. **Electronic device use in any locker room related to school functions is prohibited. Students who are found to have taken pictures of other students in athletic locker rooms (on or off campus) will be subject to disciplinary consequences.**

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy of the Bagley Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clearwater County Social Services /Law Enforcement Agencies. It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

MEDIA CENTER SECURITY SYSTEM

The BHS media center has a security system to help reduce the loss of books, periodicals, videos, and resources. No one is allowed to leave the library with any materials that have not been properly checked out. Students who willfully set off the

alarm, or purposely try to remove property may be subject to disciplinary action which may include the loss of media center privileges. If the alarm sounds, remain calm and do not panic. The alarm may have been triggered accidentally. Please return to the check-out counter for assistance. To help prevent unwanted alarms, no books, CD's, video cassettes, etc., from other libraries, music stores, or video rental stores will be allowed into the BHS library media center

NON-DISCRIMINATION STATEMENT

Bagley Independent School District 162 does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, and religion, and disability, receipt of public assistance, marital status, or age.

ONLINE PARENTVUE/STUDENTVUE – SYNERGY

Synergy, the Bagley School District's student management system, allows parents and students to view most data related to school, including but not limited to the following: attendance, behavior, assignments, grades, school and district information. You will need an e-mail address to set up an account. Contact the High School Office for instructions on how to create an account.

PARENT/FAMILY/COMMUNITY INVOLVEMENT

Research overwhelmingly demonstrates that parent/family/community involvement in children's learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are those which engage parents and families working directly with their children on learning activities in the home or school. A child's first and most influential teachers are parents. Bagley Public Schools supports this research, encouraging parents, families and community members to get involved with our schools, and develop an active partnership which works toward continued improvement in our educational programming. Parents who would like to be involved in a parent committee to assist with parental involvement in the high school should call David Gooch, **HS Principal**.

PASSES

In-School Passes are to be used when going from place to place inside the school building when classes are in session. Any student outside of a classroom or study hall during class time must have an In-School Pass in their possession. Out-Of-School Passes are to be used at all times when leaving. **Parent permission is required for all Out-of-School Passes.** Out-Of-School Passes can be obtained for medical, dental, legal appointments, and emergencies. **Parents must send a note, e-mail, or call the High School Office before any student will be issued an Out-of-School Pass. Students who leave the building without the appropriate pass will be subject to discipline.** Out-Of-School Passes will be authorized only on a very limited basis during the final week of school.

PEP FESTS

Pep-fests may be scheduled by coaches or Student Council with the principal's consultation and approval.

PETS IN SCHOOL

Family pets are not allowed on school grounds or in classrooms at Bagley Public Schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a family pet.

PHYSICAL EDUCATION CLOTHING REQUIREMENTS

The Physical Education clothing requirement consists of a dress code compliant T-shirt, shorts/athletic pants, socks, and athletic shoes that don't leave marks on the gym floors. Students must have athletic shoes that tie and give good support. No

skating-type shoes or flip-flops will be allowed. Student names should be on all gym clothing items. Showers are recommended but not required after gym classes.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Everyone must respect another person's right to make that choice. Students will receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

RELIGIOUS RELEASE TIME INSTRUCTION

Students will be released from class one hour per week for religious instruction. Parents must notify their minister and the minister will notify the school as to who should be released. No student will be released unless the minister notifies the school. Release Time will be held each Wednesday from the first Wednesday in October through the last Wednesday in April.

REWARD POLICY

It is the policy of the Board of Education to authorize up to \$500.00 reward for information leading to the arrest, conviction or confession of any person or persons (A) causing damage and/or terrorist threats to the property of the school and its employees or (B) involved in theft within the school. Payments of rewards will be authorized by the Superintendent of Schools to the Bagley Chief of Police and/or Clearwater County Sheriff. Information can be turned over to any school official, the Bagley Chief of Police, or the Clearwater County Sheriff.

SCHOOL REACH

Bagley ISD #162 has implemented School Reach as tool for notification and communication with our families. School Reach will be used to notify parents of school closings and late starts or early outs due to weather, attendance, activities that are occurring at our schools and other pertinent information that parents need. School reach is interfaced with our new student management system, Synergy, so if your information is up to date in Synergy it will be up to date in School Reach. If you are not getting messages, please call the High School Office.

SCHOOL RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provides parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

Students and parents may review school records by making an appointment with the principal for that purpose. Copies of information in a student's file may be obtained. Parents may add additional information to the student file and may request in writing that items be removed. **For the complete policy and public notice regarding student records, refer to School Board Policy 515 on the Bagley website.**

SEARCH AND SEIZURE

All lockers and desks are the property of the school and are provided for students use by the school. Lockers are subject to periodic inspection for cleanliness, **and may be entered by the principal or designee at any time, for any reason, without notice or student consent and without a search warrant.** The personal possessions of students within a school locker may be searched when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

School officials may search individual students and their property (including motor vehicles) when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the school and district. Discretion, good judgment, and common sense will be exercised in all cases of search and seizure.

SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a a qualifying disability in any program receiving financial assistance. The Act defines a person with a qualifying disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
2. Has a record of such impairment, or
3. Is regarded as having such an impairment.

It is the policy of the Bagley Public Schools not to discriminate on the basis of a qualifying disability in admission or access to, or treatment or employment in, its programs and activities. There is a grievance procedure that can be found on the school website, along with the full policy. The District has designated the following individuals to coordinate compliance with Section 504 of Rehabilitation Act of 1973, American Disabilities Act. of 1972.

HS Section 504 Coordinator
BHS Principal David Gooch
1130 Main Ave. N
Bagley, MN 56621
Phone (218) 694-3120

Alternate Section 504 Coordinator
~~Steve Cairns~~ Lee Furseth
202 Bagley Avenue N
Bagley, MN 56621
Phone (218) 694-6528

SELLING ITEMS ON SCHOOL GROUNDS

Students are prohibited from selling anything on school grounds without permission of the principal.

SPECTATOR BUS

Spectator buses may be available to out-of-town activities if there are a large enough number of students who sign up. Students who have been disciplined and assigned DETENTION during that current school year for any reasons other than attendance related reasons, will not be allowed to ride a spectator bus. If a student is eligible to ride the spectator bus, he/she must sign the sheet in the office by noon the day before the event. When the student signs the sheet, he/she must pay for the ride and ticket. When there is no admission the student must pay for the bus ride only. Students will not be allowed to ride the bus if they fail to sign up by the deadline. Students are required to ride the bus both ways and conduct themselves like ladies and gentlemen. They are expected to sit in our cheering section and support our team. If students want to ride home with their parents or relatives, they must bring a written request from their parents or guardian to the principal at the time they sign up for the bus. If students do not follow the spectator bus policy, they will not be permitted to ride the bus to future events.

SPORTSMANSHIP

Students and parents are invited to attend sporting events, musical events, and drama events at Bagley High School. Good sportsmanship should be exhibited by our athletes, student spectators and parent spectators. Respectful behavior should always be exhibited when enjoying our students and their performances. The complete Bagley School District Sportsmanship Position Policy is available at the Superintendent’s Office.

SPEED ZONE

The speed limit around the school is 10 MPH. This will be strictly enforced by school officials and area law enforcement.

STUDENT EMAIL

All BHS Students are expected to check their student email as a primary form of communication. Important announcements and other information will be communicated to students through their student Gmail accounts and will need to be checked on a regular basis.

STUDENTS OVER 18 YEARS OLD

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. **Students that are 18 years old that may have special circumstances may ask administration for a review of this policy. The decision of the administration is final.**

TRANSPORTATION-BUS SAFETY

~~Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.~~

~~Students should get to the bus stop five minutes before your scheduled pick up time and behave appropriately while waiting for the bus. Stay away from the street road, or highway while waiting for the bus and wait until the bus stops before approaching the bus. When exiting the bus, students should move away from the bus and wait for the driver to signal before crossing the street. Always cross in front of the bus where the driver can see you.~~

~~When on the bus, students are expected to behave appropriately and follow the bus driver's directives. Students should remain seated while on the bus and refrain from throwing things, switching seats, or any behavior which may distract the driver. Students who do not follow bus rules may be suspended from the bus or, in severe cases, bus privileges may be revoked. See the complete Student Transportation Safety Policy on the school website or respective school offices.~~

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director.
Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus, **on the School District's website, and in the student handbooks**. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.

- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field

trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) If the student chooses to break a rule:

1st offense – The **bus driver** will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and/or talk to the parents/**guardians** about the situation.

2nd offense – If the same situation persists or more develop, the **bus driver** will fill out a warning slip noting the problem. Give one copy to the student, **transportation director and the school office**, call the parent/**guardian** as soon as possible to verify that the student took the warning slip home and call the transportation director be sure to warn the student and the parent/**guardian** that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.

3rd offense – One school-day suspension from riding the bus. If the problem behavior continues, the **bus driver** notifies the student that he/she may not ride the bus the following day. This is done by written notice also. ~~You~~ **The bus driver** must contact ~~both~~ the parent, ~~and~~ the transportation director, **and a school building administrator**, as soon as possible. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until while** the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parent/**guardian** or the transportation director to do so. If you brought them to school in the morning, you must deliver them home at night, unless instructed to do otherwise.

4th offense – three **to five** school-day suspension from riding the bus, **depending on the severity of the infraction**. ~~If the problem behavior continues,~~ **Working collaboratively, the transportation director and a building administrator**, the bus driver ~~notifies will~~ **meet with** the student and the parent/**guardian**, in an effort to **resolve the problem and administrate the bus suspension**. ~~that they may not ride the bus for three days.~~ **A written notice is again given to the student parent/guardian, the transportation director and the school administrator**. ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an~~

~~effort to resolve the problem. The student will not be allowed to ride a bus again until after the parent/guardian meeting.~~

5th offense – two-week suspension from riding the bus. ~~Working collaboratively, the transportation director and a building administrator, will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the two-week bus suspension. A written notice is given to the parent/guardian, the transportation director and the school administrator. The student will not be allowed to ride a bus again until after the parent/guardian meeting. If the problem behavior persists, the bus driver notifies the student that he/she may not ride the bus for two weeks by written notice. The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem. The driver~~ **building administrator** will now notify the Superintendent of schools if a two-week privilege is lost. **bus suspension is being imposed.**

6th offense – Off the bus ~~pending loss of privileges~~ **for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the suspension. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the suspension. If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and transportation director are contacted and a meeting will be held with the driver, student, parent and transportation director to discuss the loss of privilege. The Superintendent of schools shall be notified that the student has lost the riding privilege. by a building administrator if a bus suspension is being imposed.**

Severe Clause: Students will be suspended immediately off the bus for ~~being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver~~ **and the transportation director or a building administrator. Severe behavior will activate step four of the preceding discipline procedure.**

- a. If a parent wants to comment on a situation on the bus they should use the following steps:

1st Step – Go to the bus driver and try to resolve the problem.

2nd Step – Go to the transportation director and try to resolve the problem.

3rd Step – Go to the school building administrator and try to resolve the problem.

4th Step – Go to the Superintendent and try to resolve the problem.

4th 5th Step – Go to the transportation committee of the Board to try and resolve the problem.

5th 6th Step – Go to the Board of Education to try and resolve the problem.

Referenced from Policy 709

USE OF PEST CONTROL MATERIALS

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

USE OF TRAINED DOGS

In an effort to keep the schools free of drugs, alcohol, and firearms, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person.

Trained dogs' sniffing in cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present. The above inspections shall be unannounced and may be made at the discretion of the administration. If a student refuses to consent to the search of a vehicle, local law enforcement may obtain a search warrant based on a dog's alert on the vehicle. If any contraband is found in the vehicle, appropriate police action will be taken.

VENDING MACHINES & ENERGY DRINKS NEW WORDING

Vending machines will not sell soda-pop or candy **prior to 3:30 pm**. Vending machines will only offer healthy food/snack/beverages options **during the school day**. These machines can be shut down by school officials if circumstances warrant it. (Example - materials left in lunchroom or any vandalism in school building). No type of food or liquid should be consumed outside of the cafeteria by the student body. Students violating this will have any food or liquid taken away from them and thrown away by any staff member. For health and safety reasons BHS is banning the consumption/possession of high energy drinks on campus. These energy drinks include but are not limited to the following: Full Throttle, Monster, Amp, Red Bull, etc. **Students violating this will have any food or liquid taken away from them and thrown away by any staff member. Repeat offenders will be subject to other disciplinary measures.**

VIDEO RECORDING POLICY

It is the practice of the Bagley School District to use video recordings to record students in various settings around the school including but not limited to the; hallways, classrooms, school buses, school grounds and parking lots. These recordings are considered to be private data on individuals and may not be released to or viewed by the public without an appropriate release by the superintendent of schools. The recording will be used for various reasons by the school such as a basis for discipline, security, or other investigations. Recordings used as evidence in policy or safety violations will be retained by the school district and/or law enforcement agencies.

VISITING SCHOOL

All school doors will be locked at 8:30 AM for building security reasons. Visitors and late students need to be buzzed in to the main entrance of the building and should report directly to the principal's office. ~~Visitors are to explain the nature of their visit to the secretary at the main desk and are required to sign in/out at the main desk and wear a name badge while in the building. If the purpose of the visit is to come in and spend part of the day observing the functioning of the school at facilities, permission must be secured in advance from the principal or designee. Bagley High School students are not allowed to bring friends to school/class as visitors.~~ **All visitors are required to register at the main office, including showing a government issued photo ID (such as a driver's license). All visitors MUST wear a visitor name tag at all times while in the building, and return it to the office upon leaving. If a staff member wants a visitor to be allowed entrance, they shall notify the office secretary of the approved visitor's name. Any visitors not requested by a staff member will NOT be allowed access to the building. (This includes former students. If a former student wants to visit, they must have a staff member pre-approve their coming to school). If the purpose of the visit is an observation of a classroom or teacher or school functions, pre-approval from the Principal (or designee) is required. Bagley students are not allowed to bring visitors. Student visitors are only allowed for open enrollment considerations with the approval of the Principal (or designee). ~~Student visitors are allowed at Bagley High School only for open enrollment considerations.~~ Parents must call and arrange the visit in advance and must accompany the student on the visit. **Parents are allowed to visit with their child on a one-on-one basis, but cannot attend/visit classes because of confidentiality of other students. Any person who is in the building during the school day without permission may be charged with trespassing.****

HEALTH SERVICES

Bagley District #162 Health Services are provided through Clearwater County Nursing Service, which includes a part-time nurse for consultation and direct service as necessary. A trained health assistant is available to assess whether students need to go home for health reasons and to administer medication. Students in grades 7-12, ~~with written permission from their parents,~~ may carry and take over-the-counter pain medication, **however, an over the counter medication form must be signed by the parent/guardian and turned in to the health office. These forms may be obtained from the High School Office.** All prescription medication must be turned in to the health office and administered by the school nurse or her designee, who is trained to administer medication. Parental signatures and a signature from a physician must be on file if prescription medication is to be administered at school, **these forms are available in the High School Office.** All prescriptions must be in the original bottle from the pharmacy, with the name and dose of the medication clearly stated. See the school website for the complete policy on student medication. If you have any questions, please call Marissa Hetland at 218-694-6581.

ASTHMA INHALER LAW

The Minnesota legislature enacted language during the 2001 session (Section 121A.22) that allows public elementary and secondary school students to possess and use inhalers prescribed for asthma or airway disease. It is critical that the inhaled medications be done in a manner that allows students to maintain self-administered safety and therefore:

- The inhaler must be properly labeled for each student (name of student, name of medication, dosage, time, route).
- Each parent must file a written authorization form (available at the High School Office) permitting self-administration and possession of the inhaler by the student.
- A written verification must be filed with the school from the prescribing professional (physician, nurse practitioner) that documents an assessment of the student's knowledge/skills to safely possess/use an asthma inhaler in a school setting.

Forms may be obtained at the High School Office.

IMMUNIZATIONS

As of September 1, 2004, students entering grade 7 must show documentation of completed vaccinations against MMR (measles, mumps, and rubella), diphtheria, tetanus, Hepatitis B, Varicella (Chicken Pox), and Polio. Students who do

not provide proof of immunizations may be excluded from school until the school has proof of immunization or parents provide a legal exemption. Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunization may receive a legal exemption. Records kept by parents are acceptable, provided they include the specific date of each immunization.

HEAD LICE NO NIT POLICY

Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected in your student, you will be called to pick your student from school. ~~The school does maintain a “no nit” policy and it is strictly enforced. This means that all nits must be removed from the hair before a student may be allowed back to school. See the complete policy for more information or call Clearwater County Nursing Service for information on how to get rid of head lice.~~ That student’s classroom will be checked for lice as well as any siblings of that student. Classrooms will be checked as time permits. If lice is not found a letter will be sent home letting parents know that the classroom was checked and lice was found. If lice was found a letter will be sent home with the students informing parents. If the classroom is not checked due to time constraints a letter will be sent home instructing parents to check their child. The letter will have instructions on how to check your child for lice and viable nits. There is a “A Guide to Head Lice Treatment and Prevention” located on the School District Website at www.bagley.k12.mn.us under the heading “Department” and pull-down menu to “health Service”. Board Revised: January 3, 2017

ACADEMIC INFORMATION

ALTERNATIVE INSTRUCTION

~~Minn. Stat. §120B.20. Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, “to make reasonable arrangements” with school personnel (Teacher/Principal) for “alternative instruction.” Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student’s work.~~

Parents may request to review the contents of curriculum and/or materials. To request materials, contact the Bagley School Principal's Office at the address/phone number(s) provided in the staff directory. Also, “if the parent, guardian, or adult student objects to the content, parents can ‘... make reasonable arrangements’ with school personnel (Teacher/Principal) for ‘alternative instruction.’” Finally, “Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student.” “School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.” Minn. Stat. 120B.20

ACADEMIC LETTER

Bagley Junior-Senior High School inaugurated the Academic Letter Program during the 1984-85 school year. The BHS Academic Letter is awarded to any student in grades 7-12 who maintains a **year-long cumulative Grade Point Average of 3.665 or higher** as determined once each school year at the end of 4th quarter. Seventh and eighth grade Cumulative GPA’s are to be distinguished from Senior High (9-12) level Cumulative GPA’s because credits begin to accumulate toward the Graduation requirement in the 9th grade year. Therefore, there is a Cumulative GPA after each of the 7th and 8th grade years, and also a new Cumulative GPA for grades 9-12. At least three quarters of the school year must be completed at Bagley High School in order to be eligible for the Academic Letter. Students participating in home school, alternative education or PSEO are not eligible for the Academic letter. The honors relate to the academic performance in the regular high school program. Students who have not participated in the regular program at BHS may qualify for honors at the institution they attend, but not at both.

AP CLASSES

It shall be the policy of the district that students enrolled in Advanced Placement courses will have an adjusted grading scale on their high school transcript for the following classes: ~~Anatomy and Physiology~~, Advanced Placement Biology, Advanced Placement English, and Advanced Placement Calculus. The adjusted grading scale will be determined by the teacher and stated on the AP Class Syllabus.

CREDIT FOR LEARNING

Students (9-12) may be granted credit for learning opportunities achieved in activities outside of school including: advanced enrichment programs, community service, work-based learning, etc. This request cannot be used for failed courses.

- When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the counselor or principal describing the experiences and providing verification of hours associated with the experience. Evidence of completion might include letters of support, written tests or interviews, certificate of education hours/units, actual performances or demonstrations assessed by staff or others knowledgeable about the subject area.
- Upon the principal or counselor's determination of successful submission of the required evidence, the decided amount of credit shall be noted on the student's transcript as P (pass). This grade will not count in class rank, GPA and honor roll.

CREDIT BY ASSESSMENT

A 9-12 grade student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for a course by successfully completing the district credit by assessment application. Minnesota Department of Education's definition of a credit: "A credit is equivalent to successful completion of an academic year of study, (OR) student mastery of applicable subject matter".

The application must include evidence that the student has advanced experience or achievement in the subject area to be considered. Parent signature must accompany the application. Application for credit by assessment must be made to the school counselor by May 15th for the first semester and November 15th for second semester. Additional information and the application for credit by assessment are available from the school counselor.

DROPPING OR ADDING COURSES

Changing a course must be done within the first five school days of each semester. Priority will be given to students who are scheduled for a course that they have already taken, are completing at Alternative Education, or are inappropriately placed. Schedule changes will not be made for students who wish to change a class to be with friends or change instructor. Only in special extenuating circumstances will a student be allowed to drop a class after the first five school days have passed. In such cases the student must have parent and instructor permission, principal/counselor approval and can only drop the course at the end of a grading period. Partial credit for courses that are not completed will not be granted unless the principal/counselor makes a special exception.

EARNING CREDIT

24 credits are required for BHS students to earn a diploma and graduate. **A student must receive a final course grade of D-or better to earn credit for the course.** Students in alternative instruction may earn credit the following ways:

- Students 16 or older must complete 20% of the semester credit hours in addition to required coursework to earn credit.
- Students age 14 and 15 must complete 50% of the semester credit hours in addition to required coursework to earn credit.

GRADE LEVEL CLASSIFICATION

The following guidelines can be used to determine the number of credits needed for advancement in each of the grades. Although most credits are earned through our high school course work, credits can also be earned through alternative programs, or can be transferred in from other school systems and programs (see counselor).

Grades 7 – 8

- Students are required to pass four core classes (English, Math, Social and Science).
- Students who receive an ‘F’ or ‘N’ will either need to attend summer school or remediate the failed core classes on an individual basis (if summer school is not offered).
- Interventions will be put into place for students who fail three or more core classes as an alternative to retention, which will include remediation and a contract with the family.
- Grade retention in junior high will be determined on an individual basis.

Grades 9 – 12

- Students are required to pass all classes required for graduation. If a student receives an ‘F’ or ‘N’ in a required class, they will need to repeat or remediate the course. To track a student’s progress the Counselor will hold senior meetings throughout the year. Warning letters will be sent home in the fall, winter and spring to advise students and parents of the student’s progress.
- ~~Students with fewer than 4 credits will be classified as Freshman~~
- ~~Students who have successfully passed 4-8.5 credits will be classified as sophomores.~~
- ~~Students who have successfully passed 9-14.5 credits will be classified as sophomores.~~
- ~~Students must successfully pass a minimum of 15 credits to be classified as seniors..~~
- Several classes have college credit available from the University of Minnesota Crookston or Northland Community College. These classes include: AP English, AP Calculus, Trigonometry, Spanish III, Anatomy, and AP Biology. In addition, there is Online College in the High School On-line Learning Options for college credit. To be eligible for “college in the high school” credit, students must be in grades 11–12 with a 3.0 CUM grade point average or above.
- BHS encourages you to speak to our counselor or principal for assistance regarding any programs you may be considering for accumulating graduation credits.

GRADING SYSTEM

The Bagley High School system of marking is as follows:

A -- Excellent: the student does more than is required of him/her and does it exceptionally well.

B -- Above average: the student does all that is asked of him/her and does it well.

C -- Average: the student does what is asked of him/her and does it satisfactorily.

D -- Below average: the student fails to do the work required of him/her or his/her work is not of a satisfactory standard, though not poor enough for failure.

F -- Failure: the student fails to do the work required of him/her, and what he/she does is of poor quality.

I -- Incomplete work. Must be made up within 2 weeks after the issuance of report cards. (Incomplete Grades)

~~**N** -- Cannot be given any credit for the course because student has too many absences in the class (See Attendance)~~

P -- Pass. Student has successfully completed coursework and tasks assigned.

The following is the suggested grading percentage range; individual teachers grading may vary slightly.

Percentage Range	Letter Grade	G.P.A. Weight
95-100	A	4.000
90-94	A-	3.670
86-89	B+	3.330
83-85	B	3.000
80-82	B-	2.670
76-79	C+	2.330
73-75	C	2.000
70-72	C-	1.670
66-69	D+	1.330
63-65	D	1.000
60-62	D-	0.670
Below 60	F	0.000

HONOR ROLL

There is an Honor Roll at the end of each quarter. The requirements for the Honor Roll are as follows:

A Honor Roll Quarter GPA 3.665-4.000

B Honor Roll Quarter GPA 2.995-3.664

Students must be enrolled in 5 periods of eligible classes per day per quarter to be eligible for Honor Roll consideration. All classes will be used in computing honor roll except the following: work periods, teacher & custodial aides, office workers, pass/fail courses, and all 'basic' level courses. *Note - Basic level courses contain only partial academic standards for their respective content areas and are therefore graded as pass/fail courses.

INCOMPLETE GRADES

Incomplete work and incomplete grades impede the normal education progress of a student. Most courses serve to provide a basic foundation for all other learning and at times are required prerequisites for advanced courses. All incomplete grades must be made up within two weeks from the last day of the quarter, unless otherwise arranged with the principal and instructor. If the grade has not been made up within the allowed two-week period, the "I" will be recorded as an "F". If a student meets requirements for the A or B Honor Roll, a certificate will be awarded upon completion of incomplete grades.

INDEPENDENT STUDY

Students wanting to pursue a course as Independent Study must be a junior or senior with a "B" average or better. Students are limited to one Independent Study course per semester. An application is available in the Guidance Office. The application must include signatures from the student, parent and supervising teacher. The supervising teacher must attach a course syllabus that outlines the course objectives, grading scale and student expectations. The independent study course will be graded A-F using the districts recommended grading scale. The application must be approved by the school counselor or principal before the student will be registered for the independent study course.

NATIONAL HONOR SOCIETY

The selection of members to the National Honor Society results from the following process. International exchange students, students participating in home school, alternative education, or PSEO are not eligible for National Honor Society. All juniors and seniors who have at least a 3.0 cumulative grade are eligible for NHS. Selection is based on a scoring system which includes GPA, character, leadership and service. Names are removed prior to computerized tabulation of each individual's scores and the final selection is based upon a review of scores only-- no names are known or considered during the final selection.

ONLINE LEARNING

The On-line Learning Option Act allows Minnesota schools to offer various online courses for credit to public school students. On-line providers must be certified by the Minnesota Department of Education. Students are not allowed to take courses that already exist in the district's current curriculum unless approved by the school counselor or principal. **Any student who intends to enroll in on-line learning must meet with the school counselor or principal to review eligibility and course offerings two weeks prior to the beginning of the semester in which the on-line course will be taken.** The application must be received prior to the start of the on-line course. Please contact the counselor for the complete policy and procedure.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options Act provides an opportunity for students in grades 10-12, who meet academic eligibility requirements, to enroll in courses at many Minnesota post-secondary institutions. **Tenth grade students, except foreign exchange students, may apply for PSEO enrollment in one career and technical education course at a Minnesota State College and University (MNSCU) institution. Tenth grade students must have passed the 8th grade reading MCA in order to participate.** Communication between the student, parents, and the school counselor will help insure academic success, and state law (2012) requires that students notify the counselor no later than May 30th if they intend to participate in PSEO in the next academic year. Please contact the counselor for the complete policy and procedure for PSEO.

REPORT CARDS

Report cards will be issued approximately one week after the end of the grading period. The report cards will be given to the students to take home at the end of the first three quarters, **except for students who received a D or below, those will be mailed home**. The final 4th quarter report card will be mailed after the close of the school year. A mid-term progress report will be printed for all students during the middle of each quarter, and these will be handed out (not mailed) at Parent-Teacher Conferences.

RIGOROUS COURSE OF STUDY WAIVER (Adopted 4/17/2006)

The Education Omnibus Bill provides local schools authority to grant a rigorous course of study waiver for a student who satisfactorily completes a rigorous course that meets or exceeds the corresponding academic standards required by law for high school graduation. In order for a rigorous course waiver to be approved all three of the following requirements must be met:

1. The student is participating in a course of study, learning opportunity outside the district or school curriculum, or an approved employment preparatory program or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard or course; and
2. The student would be precluded from participating in the rigorous course of study if the student were required to achieve the academic standard to be waived; and
3. The student satisfactorily completes the requirements for the rigorous course of study learning opportunity, or preparatory employment or postsecondary education program.

Bagley School District 162 recognizes waivers for the following rigorous courses if the student meets the conditions listed above.	
Rigorous Course	Corresponding State Standards
AP English	Reading & Literature, Writing (covered in English 12)
Humanities	World History
Advanced Geography	Geography (covered in World History/Geog.)

SCIENCE FAIR PROGRAM

Major Expectations:

1. Students must produce original research and present it at the Northern Minnesota Regional Science Fair in February.
2. Students must perform a quality literature search for information relating to the science fair project.
3. Students must possess a high level of self-motivation to successfully complete and present their research project.

Project Costs:

1. All research and project costs are the responsibility of the student unless advisor and administrative permission is granted to cover project items. Student display board materials that are reusable are paid by the school district.
3. School equipment and technologies may be used for research and experimental purposes.
4. All registration and travel costs are paid by the school district.

Eligibility:

1. The marking period immediately prior to a science fair competition will determine student eligibility for that competition. Students must be passing all classes to compete.
2. Any student in violation of MSHSL rules will not be eligible to compete in science fair competitions.

TEACHER ASSISTANT/OFFICE WORKER

Juniors and seniors with a minimum GPA of 2.5 are eligible to be a T.A. or office worker. Students are limited to one per semester. The course is graded as Pass/No Pass. No grade points are earned for GPA or Honor Roll. Students are responsible for finding their own teaching assistant positions and a form must be signed by the supervising teacher **and a parent/guardian** and returned to the Guidance Office before the course will be added to the student's schedule.

WORK PERIODS

Students are allowed to take up to one work period per semester with parental permission. Students will not receive a credit or a grade. Students will be expected to bring homework or a book to read during work period. Passes out of work period must be earned through good behavior and attendance.

YOUTH SERVICE

Students are encouraged to participate in youth service activities. Students can earn credit for Youth Service experiences through the following procedure.

1. Enroll in the Youth Service experience by submitting a proposal and receiving approval for participation. The proposal will include; the name of the supervisor, how long the service opportunity will last, anticipated hours of service, how the hours will be verified and a description of the activity.
2. Complete 60, 80, 120 or more hours of verified service through one of the many programs.
3. Upon documented completion of service, credit will be granted according to the hours of service completed. I.e. 1/4 credit=60 hours, 1/3 credit=80 hours, 1/2 credit = 120 hours. The letter grade of P along with the credit will be recorded on the transcript. This will not be applied to the GPA or honor roll.
4. A maximum of 1 credit for youth services may be applied toward graduation.
5. Youth Service opportunities may be in or out of school. In School opportunities include: Student Council Officers, Project Trust, Meeters and Greeters. Activities used for credit and must not be for pay.

This opportunity is for activities that meet the objectives for Youth Service Education.

GRADUATION INFORMATION

EARLY GRADUATION POLICY

Following in accordance with recent changes in Minnesota State Law, School District #162 recognizes a provision for early graduation. Students successfully completing all School District graduation requirements as set forth in the student handbook – Graduation Requirements section – are eligible to opt for early graduation. A student meeting these criteria may formally check out of school at the conclusion of any credit-earning period and be awarded their diploma (upon delivery from the manufacturer in May) from the principal. Upon checking out from BHS, the student is considered a graduate and no longer in attendance or eligible to participate in the school day or any high school extra-curricular sports, student functions, or events.

Early graduates may participate in the Graduation Ceremony.

GRADUATION REQUIREMENTS

School District #162 requires the successful completion of **24 credits**. **State law does not have a testing requirement for students.**

Requirements for graduation include the successful completion of the following **required 17.5 credits plus 6.5 electives**:

- 4 credits in language arts, including: English 9, 10, 11, English 12 and .5 credit of English elective or AP English 12
- 3 credits of math, including: Algebra, Geometry, and **Algebra II for students who graduate in 2015 and beyond. Students who are not proficient on the 11th grade MCA Test in Mathematics are required to take an additional credit of math their senior year.**
- 3 credits of science, including: Science 9, Biology, and Chemistry or Physics.
- **4 credits of social studies, including: Civics 9, U.S. History 10, World History, Adv. Geography 12 (1/2) and Economics 12 (1/2)**
- 1 credit in the arts (music, theater, dance, or visual art)
- .5 credit in Health
- .5 credit in PE 9
- 1.5 credits in technical/vocational courses from Career, Business, or Industrial Tech Education
- Additional elective credits (**6.5 credits minimum**)

HONOR GRADUATES

Bagley High School recognizes Honor Students, High Honor Students, Salutatorian and Valedictorian at graduation. All students graduating from Bagley High School that have earned at least a 3.5 cumulative GPA in courses completed in their

high school career will be recognized as honor graduates and students earning at least a 3.8 cumulative GPA in courses completed will be recognized as high honor graduates. The student with the highest cumulative GPA will be recognized as the Valedictorian and the student with the second highest cumulative GPA will be recognized as the Salutatorian; both must have taken at least five eligible courses that count towards the GPA during their senior year. All ties will be broken based on the number of College in the High School courses taken. If the tie cannot be broken, the tie will remain and more than one student may be recognized for each award. Students participating in home school, alternative education, or PSEO are not eligible for Valedictorian or Salutatorian honors.

INTERNATIONAL EXCHANGE STUDENT

GRADUATION REQUIREMENTS

International Exchange students who are classified as seniors and wish to receive a high school diploma **must successfully complete required senior classes and must have equivalent coursework and credit requirements as determined by the High School Counselor.**

PARTICIPATION IN THE GRADUATION CEREMONY

1. The student must be a full time student in accordance with the regular attendance policy. Students must be enrolled at Bagley High School for the semester prior to graduation. PSEO students are considered enrolled at BHS.
2. Be within two credits of completing the graduation requirements and the incomplete credits are in progress. This means that the student is registered for the necessary number of courses to complete the requirements for the diploma or be enrolled in courses in an alternative education program, **this must be done by May 17, 2018. All course work must be completed by the seniors last day, including 90% of all remedial work.**
3. All unpaid fees (bills) that have accumulated during the student's career at BHS must be paid in full prior to graduation
4. All students must complete any detention or in-school suspension or any other disciplinary assignments in order to participate in the commencement exercises.
5. If it becomes evident that any student has used alcohol or any other controlled substance prior to the graduation ceremony, that student will be reported to law enforcement. The student will also be asked to leave the premises and will not be allowed to participate in the commencement exercises.
6. Students able to participate in commencement who have not completed all requirements will receive a diploma cover. Diplomas will be awarded only upon satisfactory completion of all graduation requirements.

SENIORS LAST DAY OF SCHOOL

THE CLASS OF 2017 STUDENTS' LAST DAY OF SCHOOL WILL BE THURSDAY MAY 25, 2017 UNDER THE FOLLOWING CONDITIONS:

- ~~There is NO SENIOR SKIP DAY. Senior skip day would be defined as any ONE day where 30% or more of the seniors are not in attendance at Bagley High School (not including field trips).~~
- ~~In the event that there would be a senior skip day (as defined above), the last day of school for the Class of 2017 would be WEDNESDAY, MAY 31, 2017 with graduation rehearsal being held on THURSDAY JUNE 1, 2017.~~
- ~~If seniors are required to attend until WEDNESDAY MAY 31, 2017 any senior not in attendance on those days would have to make up the time missed before they would be issued their diploma.~~
- ~~Weather related closures could change the last day of attendance for seniors.~~

ATTENDANCE POLICIES & PROCEDURES

ATTENDANCE POLICY AND REGULATIONS

This policy outlines the attendance regulations for Bagley Junior-Senior High School 18 years and under.

1. Minnesota State Law requires that all persons under ~~sixteen~~ **seventeen** years of age attend school. Students ~~16-18 years of age~~ **seventeen and older** may drop out of school after having met with a school official and their parent/guardian. After the meeting, the student can drop out of school by issuing a written notice signed by the students and the parent/guardian stating that both parties agree that the student can drop out.
2. Students are expected to be in their classes no later than 8:24 am and are expected to be on time to all classes. (see Tardies)
3. Students may not leave the school grounds during the day unless an out-of-school pass has been obtained. The only way a student may obtain an out-of-school pass is with a ~~written note~~ **notification** from a parent/guardian stating the reason for the requested absence, date, and time student needs to leave. **RUNNING ERRANDS AND GOING OUT TO LUNCH WILL NOT BE ALLOWED ON AN OUT-OF-SCHOOL PASS UNLESS APPROVED BY THE PRINCIPAL OR DEAN OF STUDENTS. Out-of-School passes must be obtained from High School Office personnel either before school or during the lunch periods ONLY.** Any student seen off the school grounds during the school day, without an out-of-school pass is automatically considered to be skipping that part of the day and shall be dealt with accordingly.
4. Students will be granted an excused absence by ~~bringing a note~~ **parent/guardian notification** which meets at least one of the criteria listed below:
 - A. Medical, dental or legal emergency or appointment.
 - B. Participation in extended family travel, or community sponsored activity.
 - C. Family emergency ~~such as work if not excessive~~, or a death in the family.
5. ~~All students will be required to bring a note from home stating the reason for the absence or the absence will not be excused.~~ **Upon returning to school after an absence, students will receive an admit slip.** The admit slip will show the date and class periods of the absence, and if it is excused or not excused. The admit slip must be picked-up no later than 8:24am.
6. Students who have an excused absence will be allowed to make up missed work. **Work that was previously assigned and due on the first day absent will be due upon return to school.** The student will have ~~the one~~ **one day** plus the number of days absent to make-up the work assigned during the days absent. (Example – misses 2 days, he/she has 3 days to get the make-up work in.) It is the student's responsibility to gather missed assignments and submit the completed work.
7. Examples of common unexcused absences include but are not limited to: convenience shopping, hair appointments, missing the bus, over sleeping, recreational outing not authorized by the school district, skipping, etc
8. **Students are expected to be present for at least 90% of school days per semester. Parent/guardian will be notified if students are absent 9 or more school days in a semester, excused or unexcused.**
9. **Discipline procedures for absences will be implemented as follows:**
 - a. **Students who are present in the building but are NOT in class or otherwise accounted for (i.e. nurse's office, counselor's office) will be marked as skipping class (see Level 1 Offense, p. 31) and may be referred to the truancy tracker program.**
 - b. **Students who have three (3) unverified absences in any class are considered continuing truant and will be marked as skipping class.**
10. **ATTENTION STUDENTS WHO PLAN TO BE ABSENT FOR DEER HUNTING:** If you plan to miss school to hunt, you are required to bring a note from home indicating your intention to go hunting and which days you plan to be absent. You **MUST** get an advance make-up slip from the office **BEFORE** you are absent in order to receive **EXCUSED absences**. Students are allowed **TWO (2) EXCUSED absences** for deer hunting – please remember that these days **ARE COUNTED** toward your allowed absences for Quarter 2 (as per the attendance policy), **PLEASE USE DISCRETION** as to whether you can afford to be absent to hunt. (~~6-9-09~~)

ATTENDANCE AND EARNING CREDIT

Credits required for graduation from Bagley High School can be earned by meeting the following two conditions:

1. ~~A student must receive a final course grade of D- or better.~~
2. ~~A student must not be absent (excluding suspension or court placements), excused or unexcused, for more than 6 days in a quarter class (junior high) or 10 days in a semester class.~~
 - A. Extended Days- the Principal has the authority to grant **five additional days of absence per year** due to exceptional reasons (example: extended medical reasons, emergency or catastrophic event or other unforeseen tragedy). **Additional days (over five) of medical absences may be granted with medical verification.** Such additional days might be granted after the 6 or 10 day limit has been reached. Extended days for advanced absences need to be applied for before the absences occur (example family trip). Up to 5 extended days will be granted for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat zone supporting post.

- B. Students participating in homebound or school-sponsored activities will be classified as being in attendance.
- ~~C. Students who have exceeded the allowable number of days will receive a final grade of "N" and will not receive credit for the course.~~
- ~~D. Opportunities for N remediation (seat time—hour for hour) to recover credit will be provided at the end of each semester (summer school after Spring semester) and includes completion of assignments from the class in which the N was recorded, alternate assignments provided by the teacher monitoring the remediation, and/or community service to the school.~~
- E. The appeal process: If a parent or student wishes to appeal a final "N" grade earned in one or more classes, they must notify the principal of their intent within 10 school days of the issuance of the report card containing the final "N" grade. The principal will conduct an investigation and examine the facts of the case then render a decision. If the parent or student is not satisfied with the principal's decision, the parent or student can request that the appeal board review the case. The appeal board will consist of a principal (non-voting), a counselor, a home school coordinator, and three teachers. The appeal board will investigate the matter and render its decision of the appeal board then the parent or student may ask the superintendent to have the Board of Education review the case. The superintendent and Board will review the case and render their decision. This decision is final.

TRUANCY

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Truancy, for purposes of this policy, is the absencing of one's self from school or class without the approval of the school. Bagley Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A) or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents will be notified by mail after three days of truancy or one or more class periods on three days. Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy or one or more class periods of truancy on seven cumulative days. Truancy reporting is based on cumulative days of truancy during any one school year.

BEHAVIORAL EXPECTATIONS

ACCEPTABLE TECHNOLOGY USE

An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.

The Bagley School District offers internet access and e-mail for student use. The district's on-line system has been established for educational purposes, which includes classroom activities, professional and career development and school administration. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites.

Proper behavior as it relates to the use of computers is no different than proper behavior in any other aspect of student life. All students are expected to use the computers and computer network in a responsible, ethical, and polite manner. Transmission of any material in violation of federal or state law is prohibited; this includes, but is not limited to: copyright laws, trade secrets, threatening or obscene materials and other criminal activity. Use of computers or the network for commercial activities, product solicitations, or political lobbying is prohibited. Downloading of applications, executables, videos and music is strictly prohibited without prior approval of the network administrator.

Student use of the computers and computer network is only allowed when supervised by a staff member. Accessing the files and/or documents of others is prohibited. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property. **There is NO PRIVACY on the school network.** System managers have access to all mail, internet use, and other documents and reserve the right to monitor the use of Bagley School Networks.

The complete Acceptable Use Policy may be found on the school website or the respective offices. Violations of this policy may result in (but is not limited to): loss of computer privileges, loss of internet access, detention or suspension.

ALCOHOL, TOBACCO AND NARCOTICS

State law forbids possession and use of alcohol to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. State law forbids possession and use of tobacco to anyone under the age of 18. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18.

The School Board does not permit students to use or possess tobacco, alcohol, or narcotics consume, possess, purchase, sell or distribute products containing alcohol, or delivering nicotine, tobacco and other chemicals (eg e-cigarettes); or products that alter the central nervous system (eg synthetic drugs, glue, bath salts etc., on school premises, at school activities or on school buses. In addition, students may not possess or use at any school-sponsored activity including dances, contests or other activities such behavior will be subject to regular school rules and penalties for such offense.

Current State law requires that law enforcement agencies are required to notify school officials of any violation concerning alcohol and other drugs. **In the event of any alcohol, tobacco, or other drug violations, a school pre-assessment team is required to discuss each incident and make recommendations for follow-up actions for the student.**

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation may be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper, under the circumstances.

APPROPRIATE LANGUAGE

It is the belief of ISD No. 162 that to permit vulgar, indecent, offensive or lewd language, either written or spoken, including pornography, undermines the school's basic educational mission. Any student who chooses to use such language or possess such material will be disciplined. Disciplinary action may, at the discretion of the principal, include suspension from school for disruptive or inappropriate conduct.

ASSEMBLY BEHAVIOR REGULATIONS

During school assemblies, Bagley High School students (7-12) are expected to listen carefully, pay attention and not talk during the presentations. Behaviors which are in any way disrespectful to school guests, performers, faculty or administrators will not be tolerated. Students who fail to meet the above behavior expectations may be removed from said assembly and will not be able to attend the next three (3) assemblies.

BULLYING

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of student, is prohibited on school district property, at school-related functions, and on district transportation.

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities. Such behavior can be verbal, non-verbal, in writing or in any electronic form. This policy applies not only to students who directly engage in bullying but also to students who, by their indirect behavior, condone or support a student's act of bullying. Bystanders can also receive disciplinary consequences if their behavior is found to be indirectly supportive of the bullying behavior.

Forms to report bullying as per this policy are available in the High School Office. Each incident will be investigated as detailed in the complete "Bullying Prohibition Policy" (514), which is available on the Bagley District Website or in the policy manuals in the High School Office.

DRIVING POLICY

Students will not be authorized to drive or ride in any vehicle during any part of the school day, including senior high lunch, except with **parental permission or permission from the Principal**. Any student in a vehicle during the school day without permission will be suspended for a period not to exceed two days. Habitual violation of the driving policy will result in suspension from school and/or loss of school parking privilege. Permission to drive on a particular day will be granted only

under the following circumstances: presentation of written parental request specifying a medical, dental or legal appointment or an emergency as defined under our “Excused Absence” criteria.

DRESS CODE

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and dress is vital to the success of an individual and to those with whom the student shares a classroom or locker.

1. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, etc.
2. Clothing must cover the shoulders, midriff, chest torso and undergarments. Clothing that is revealing as determined by administration is prohibited (examples include; halter tops, spaghetti straps, tube tops, muscle shirts and see-through clothing).
3. Skirts and shorts must be fingertip length or fall half-way between the knee and thigh, whichever is longer, as determined by administration.
4. **Pants must be worn in a manner consistent with pants staying up and not displaying undergarments. In other words, pants must be secured around the waist, not the hips.**
5. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
6. ISD #162 does not permit or condone student apparel which contains language that may be considered harassment. Examples include all clothing that has words, symbols, pictures which are obscene, vulgar, abusive, discriminatory, racist, and sexist or chemicals, tobacco or any other controlled substance products.
7. Gang clothing including trench coats, chains, bandannas, artifacts, gang signs or graffiti is not permitted in school. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited
8. Shoes must be worn at all times. Shoes with wheels and skate boards are not allowed. Athletic tennis shoes which offer appropriate support and don't leave marks on the gym floor, must be worn in physical education classes.
9. Hats, coats and other non-essential items are to be left in the lockers. Wearing any head ware, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Head ware is defined as any object which covers one's head, all or in part, including but not limited to bandanas, hats, hoods and dew-rags.
10. Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.

Students who violate the dress code will be provided with clean alternative wear if they do not have alternative wear in their possession. Refusal to comply will result in additional consequences.

EXPLOSIVE DEVICES

Students may not possess explosives of any kind on school property. This includes any illegal firecracker or any device used as part of a threat. This is a level 4 violation.

EXTRA-CURRICULAR SCHOOL ACTIVITY RULES

The extra-curricular program of the Bagley High School forms a very useful and important part of the school's curriculum. By voluntary participation, the student is able to develop skills, interests and abilities. Extra-curricular activities, including athletics, drama, speech and high school rodeo are a privilege. Any student participating in these activities will conduct themselves in accordance with the regulations of the Minnesota High School League and School Board policies. Students found in violation of this rule shall be dealt with accordingly.

ELIGIBILITY RULES FOR PARTICIPATION OF BAGLEY HIGH SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES – Policy may be found on the School District website, or by contacting the High School Office, or the Athletic Director's Office.

HARASSMENT AND VIOLENCE

Everyone in the Bagley School District has the right to feel safe in the school environment. The district has adopted a policy that prohibits any type of harassment or violence directed toward students or staff on the basis of race, color, creed, religion,

national origin, sex, age, marital status, and family status, status with regard to public assistance, sexual orientation, or disability. Harassment may include, but is not limited to: name calling, jokes or rumors, unwelcome sexual advances, unwelcome touching or any slur based on of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Any type of harassment or violence will not be tolerated. Students who choose to harass, intimidate, or behave in a violent manner will be disciplined accordingly. All harassment should be reported immediately to school administration either verbally or using the harassment and violence report form on the school website. **For the full policy, refer to the website or policy manuals in the High School Office. This policy is posted in a conspicuous place in the building.**

HAZING

The school district has a policy that strictly prohibits hazing on and off school property, both during and after school hours. "Hazing" is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Any acts of hazing should be immediately reported to the school principal. School district officials or a designated third party will conduct an investigation. Appropriate disciplinary action will be taken after the investigation is completed. **For the full policy, refer to the website or policy manuals in the High School Office.**

STUDENT USE AND PARKING OF MOTOR VEHICLES

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Students are permitted to park in a school district location as a matter of privilege, not of right. **Students must pay for and display a parking permit to park on school grounds and must use the South student parking lot ONLY.** This includes all types of transportation (cars, snowmobiles, motorbikes, etc.). Permits may be obtained in the high school office. Failure to display parking permits or violation of any parking policy may result in disciplinary action or towing of the vehicle. Students are not to loiter in the parking lot before or after school. NO overnight parking. Students should not park vehicles in driveways, on private property, or lots designated for use only by staff or in inappropriate locations -i.e. sidewalks, front lawns, and freight delivery zones. Violators will be towed!

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicle of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have probable cause that the search will uncover a violation of law and/or school policy or rule.

The complete Policy on Student Use and parking of Motor Vehicles, Patrols, Inspections and Searches can be found on the district website, high school and district office.

PERSONAL RELATIONSHIPS

It is noted that close relationships do develop between students during the school year. **However, it is the policy of the school that kissing, embracing or hanging on each other should not be for public display.** Therefore, the above mentioned behavior will not be allowed in the school building.

TARDIES

~~Students who are tardy to class will be required to complete a form at the Counselor's Office window and will then be escorted to class.~~ **Students are considered tardy if they arrive to class after the 2nd bell (for first period) and if they are not more than ten minutes late to class. Students who arrive to class more than ten minutes late will be considered extreme tardiness which is a level 1 offense (see pg. 31). If a student has a legitimate pass from a teacher or other school personnel, the tardy will be marked as excused. All other tardies will be marked as unexcused; after three unexcused tardies, consequences will occur. Students, who are tardy to school, must get a pass from the High School Office to be admitted to class.**

WEAPONS ON THE SCHOOL PREMISES

STUDENTS MAY NOT POSSESS WEAPONS OF ANY KIND ON SCHOOL PROPERTY. This includes knives, handguns of any kind (including pellet guns), or rifles of any kind or any other object used as a weapon. Violation of this prohibition will result in immediate suspension from school pending expulsion from school. The incident will be reported immediately to the local law enforcement officials. Any weapon violation on school property is considered to be a Felony in the State of Minnesota! Students in possession of knives that may be considered weapons could face strong suspensions.

A student who wants to re-enter school following an expulsion due to this rule must make application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time

DISCIPLINE POLICY AND PROCEDURES

We believe all students can behave appropriately in school. Therefore, we will not tolerate any student stopping any teacher from teaching and/or any other student from learning.

Classroom Rules: Students...

- Will be in their assigned areas when the bell rings
- Will bring necessary materials to class each day.
- Will follow teacher's directives immediately
- Will keep hands and feet to themselves.
- Will behave in a respectful manner toward other people and property.

If a student chooses to break a rule, teachers...

- Will warn the student
- Will contact parents/guardians if the problem persists.
- May remove the student from the classroom for the period.
- May send the student to the office on a referral and contact the parent/guardian as soon as possible.

Severe Clause: Students will be removed or sent to the office immediately for being insubordinate, for harming other students or for destroying school property.

DISCIPLINE ACTION OPTIONS

Inappropriate classroom behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by teacher intervention, may require other disciplinary action. Below is a list of possible disciplinary actions that may occur when student behavior interferes with the educational process.

- Meeting with the teacher, counselor, dean of students, or principal.
- Parental conference with any of the above staff members.
- Loss of school privileges.
- Schedule adjustment of modified school programs.
- Confiscation of items not appropriate for school.
- Financial restitution, referral to police or other appropriate authority.
- Removal from class, lunch or after school detention.
- In-school suspension or out of school suspension.
- Expulsion.
- Other disciplinary actions as deemed appropriate by school administration.

ADDITIONAL DISCIPLINE INFORMATION

Reasonable Force Statement: Administrators, teachers, school bus drivers, and other staff of the school may use reasonable force with students, when necessary, in compliance with Minnesota Statute 121A.582 and other state laws.

Special Education or Disabled Students: Consequences for disabled students identified for special education services may be adjusted, as required by federal and state laws and regulations and/or the student's individual educational plan (IEP), when appropriate. Special Education students and their parents may request modification of these policies and accommodations when appropriate.

Law Enforcement Referral: Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to law enforcement.

Unique Situations: Because it is not always possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances may call for an adjustment in the discipline policies to meet the school's needs.

Off-Campus Behavior: Any behavior that substantially disrupts school order, even if it does not occur on school property, may be subject to disciplinary action by school administration.

No Privilege List: Students may be placed on a "no privilege list" at the discretion of the principal or dean of students. Students will not be allowed to leave class during this period, except for limited purposes and may lose other privileges as well.

Lunch and After-School Detention: Students who violate school rules may be required to serve either lunch detention or after school detention. Students who serve lunch detention must check in to the detention room immediately after dismissal from class to lunch and will either receive a bag lunch from the cafeteria, or bring their own lunch. After school detention will be held on designated days from 3:15 to 5:00 PM. After school detention takes priority over any extracurricular activity or work. Failure to serve assigned detention will result in additional consequences.

In-School Suspension: Students may be assigned to in-school suspension. Students who do not behave appropriately at in-school suspension will either receive additional consequences or will spend the remainder of the suspension time suspended out of school.

Modification of Consequences: Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

Tennessee Warning: School officials reserve the right to speak with students to determine whether attendance and disciplinary policies have been violated. The purpose of questioning is to find out what happened and impose proper discipline. Students who choose not to cooperate in school investigations will be subject to disciplinary action. Other than school officials and parents/guardians (when appropriate), no one else will receive the information, unless information requires a report to the Minnesota State High School League. Suspected criminal information will be submitted to the appropriate authorities.

SUSPENSION-EXPULSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of the law, students may be suspended or expelled from school for any of the following:

- A. Willful violation of any reasonable school board regulation.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the student or other students or school property.

Expulsions may be imposed by the School Board upon recommendation by the Expulsion Review Committee. The Expulsion Review Committee will review student information as per the following discipline policy and make a recommendation to the board for expulsions. The Expulsion Review Committee will be composed of at least four of the following: Principal, Dean of Students, School Counselor, Native American School Advocate, Teacher. Expulsions may be for the remainder of the school year or less, or, in the case of bringing a firearm to school, 365 calendar days from the date of incident as per federal law.

DISCIPLINARY GUIDELINES

All disciplinary action is subject to the discretion of the principal. Following are the general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses in each level may be subject to the strictest disciplinary action in each level, at the discretion of the principal.

LEVEL 1 OFFENSES

Cheating -Cheating will also result in loss of credit.

Computer Misuse-Viewing inappropriate internet sites or printing inappropriate pictures or text, and other violations of the Acceptable Technology Use Policy.

Disrespectful Behavior-Rude or disrespectful behavior directed at **any student** or adult in the school.

Disruptive Behavior-Classroom or hallway behavior that disturbs staff or students.

Dress Code Violations-Violation of the dress code as described on page 23.

Forgery/Falsification of Information-Forging a signature, refusing to give correct information or giving untrue information to staff.

Gambling-Games or activities that require stakes or where money is exchanged.

Gang Symbols-Wearing, drawing, or displaying any item symbolizing a gang or secret society. (Gang symbols will be turned over to law enforcement.)

Nuisance Devices-Toys, laser lights, headphones, MP3 players, cell phones, pagers, lighters or other devices that may disrupt the school environment. (These items will be confiscated.)

Profanity in conversation-Using profanity when in conversations in the hallways, on the bus or at any school events.

Public Display of Affection-Kissing, hugging, hanging on each other, or other romantic displays of affection.

Scuffling/Horseplay-Mutual poking, pushing, shoving, snowball throwing that is more playful than angry in nature.

Skipping Class-Including being tardy to class more than five minutes.

Tardiness to Class (excessive)-Tardiness that is not corrected after teacher intervention.

Trespassing-Being in an area of the building that is off-limits to students, including being in the building unsupervised after school.

CONSEQUENCES FOR LEVEL 1 OFFENSES

1st Offense – Warning/Detention **2nd Offense** – Detention/In School Suspension

3rd Offense – Up to three days of In or Out of School Suspension

Subsequent Offenses – Up to ten days of In or Out of School Suspension

LEVEL 2 OFFENSES

Aggressive Behavior- One-sided aggression such as pushing, shouldering, slapping, etc.

Bullying-Any ongoing behavior that is intimidating, threatening, abusive (to a person or their property), or harms or causes fear of harm to another verbally, non-verbally, in writing or **through electronic means, as described on page 25.**

Computer Misuse-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

Instigating a Fight-Words or actions to another student that results in a fight.

Insubordination-Willful refusal to follow the directives of school personnel.

Harassment-Behavior that is intimidating or hostile and/or substantially interferes with a student's academic progress, including, but not limited to, name calling and intimidation regarding sexual orientation, race, religion or disability.

Leaving School Grounds-without a pass from the office.

Possession of Drug Paraphernalia-Any device identified by school officials or law enforcement that may be or has been used to inhale/ingest any controlled substance.

Profanity-F-word or profanity directed toward another person-Use of the f-word in the school, on the bus or at a school event, or any profanity directed toward a person (not in general conversation).

Smoking/Possession of Tobacco-in school or on school property.

Theft or Possession of Stolen Property-at school or on school property.

Threatening or Intimidation of Students/Staff-Verbal, non-verbal, or written (cyber or otherwise) behavior intended to cause fear.

Vandalism-of personal or school property on school premises.

Verbal Abuse-Language directed toward a student or staff member, which is discriminatory, abusive, profane, obscene or threatening.

CONSEQUENCES FOR LEVEL 2 OFFENSES

1st Offense – Detention/In School Suspension

2nd Offense – Up to three days of In or Out of School Suspension, possible referral to Law Enforcement

3rd Offense – Up to five days of In or Out of School Suspension, possible referral to Law Enforcement

Subsequent Offenses – Up to ten days of In or Out of School Suspension, referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation

LEVEL 3 OFFENSES

Burglary-Entering a school building or classroom without consent with intent or to commit a crime.

Disorderly Conduct-Disruptive or out of control behavior where the student does not respond to staff intervention.

Extortion-Obtaining money, property, or services of any sort by threat.

Fighting-Mutual combat.

Hazing-as described on page 24.

Inappropriate Posting or Cyber-bullying-any behavior that is lewd, inappropriate or bullying in nature that occurs on school property or at school events and/or is posted through social media or texting.

Inappropriate Sexual Behavior-sexual activity on school grounds, departing, and other inappropriate sexual behavior.

Physical Assault on Student/Staff-Act which intentionally inflicts or attempts to inflict bodily harm.

Possession of Ammunition-bullets or other projectiles designed to be used as a weapon.

Reckless Driving-on or around school property that may endanger students or staff.

Under the Influence of Drugs/Alcohol-on school property or at school activities.

CONSEQUENCES FOR LEVEL 3 OFFENSES

1st Offense - One to five days of In or Out of School Suspension, possible referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation.

2nd Offense – Five to ten days of In or Out of School Suspension, referral to law enforcement, restitution when appropriate, and possible referral to the expulsion review committee to review for expulsion recommendation.

Subsequent Offenses – Ten to fifteen days of Out of School suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation.

LEVEL 4 OFFENSES

Alcohol/Illegal Drugs/Marijuana or Synthetics-possession, distribution or use on school property.

False Fire Alarms/Bomb Threat/Setting Fires-including lighting fireworks and other incinerating devices, chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers.

Possession of Weapons-includes knives, guns of any kind (including bb or pellet guns), or any other object used as a weapon (including look-alikes).

Sexual Criminal Conduct-Non-consensual sexual contact, including intentional touching or removal of clothing covering intimate parts.

CONSEQUENCES FOR LEVEL 4 OFFENSES

1st Offense – Ten days of Out of School Suspension, referral to law enforcement, and possible referral to the expulsion review committee for expulsion recommendation.

Subsequent Offenses – Ten to fifteen days of out of school suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation

Any student who wants to re-enter school following an expulsion due to a Level 4 Offense must make application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time.

DISCIPLINARY GUIDELINES FOR BUSES

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal, Transportation Director or Bus Driver. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School district's Transportation Office/School Office.

B. Rules at the Bus Stop

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

C. Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences: We will not tolerate any student behaving dangerously on the bus. If the student chooses to break a rule:

1. The driver will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and talk to the parents about the situation.
2. If the same situation persists or more develop, the driver will fill out a warning slip noting the problem. Give one copy to the student, call the parent as soon as possible to verify that the student took the warning slip home and call the Transportation Director. Be sure to warn the student and the parent that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.
3. **ONE DAY OFF THE BUS:** If the problem behavior continues the bus driver notifies the student that he/she may not ride the bus the following day. This is done by written notice also. You must contact both the parent and the Transportation Director as soon as possible. If the parent cannot be contacted the student shall be allowed to ride the bus until the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parents or the Transportation Director to do so. If you brought them to school in the morning you must deliver them home at night, unless instructed to do otherwise.
4. **THREE to FIVE DAYS OFF THE BUS:** If the problem behavior continues the driver notifies the student that they may not ride the bus for three days. Written notice is again given to the student and the parent and Transportation Director are contacted. A meeting will be held with the bus driver, the student, the Transportation Director and the parent in an effort to resolve the problem.
5. **TWO WEEKS OFF THE BUS:** If the problem behavior persists, the bus driver notifies by written notice the student that he/she may not ride the bus for two weeks. Again you must contact the parent and the Transportation Director. Again a meeting will be held with the student, driver, parent and Transportation Director to try to resolve the problem. The driver will now notify the Superintendent of Schools if a two-week privilege is lost.
6. **OFF THE BUS PENDING LOSS OF PRIVILEGES:** If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and Transportation Director are contacted. Again a meeting will be held with the driver, student, parent and Transportation

~~Director to discuss the loss of privilege. The Superintendent of Schools shall be notified that the student has lost the riding privilege.~~

~~SEVERE CLAUSE: Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver. Severe behavior will activate any step four of the preceding discipline procedure.~~

BAGLEY HIGH SCHOOL FACULTY

ANDERSON, CHARLES - Social Studies B.S. (Social Studies, Physical Education) Mayville State University (1998) M.S. (Education) Bemidji State University (2011)

ANDERSON, OLIN – Science B.S. (Life Science, Broad Science) Bemidji State University (1998)

BARTA, ALLISON-Science B.S. (Geology) University of Wisconsin (1999) B.S. (Science Education) Bemidji State University (2008)

BJORKLUND-BERNABE, MARIA-Spanish B.S. (Spanish Communications) St. Cloud University (1998) M.S. (Sociology/Human Relations) St. Cloud University (2004)

BLISS-QUINN, CAROL – Social Studies B.S. (Social Studies) Bemidji State University (1992) B.A. (History) Bemidji State University (1992)

CARSTENS, DARIN – Physical Education & Health B.S. (Phy. Ed.) St. Cloud State University (2000)
B.S. (Health) Bemidji State University (2006)

CHRISTENSEN, DAVE – Hearing Impaired/MMMIB.S. (Deaf Education & Elementary Education) Augustana College, Sioux Falls, SD (1980) B.S. (MMMI) Bemidji State University, Bemidji, MN (1995)

CHRISTENSEN, DEBRA – Special Education B.S. (Elementary Education) Bemidji State University (1982)

DAHL, DARRIS – English/Lang. Arts B.S. (Secondary English/Lang. Arts) Bemidji State University (2002)

~~**DUKEK, SHELBY – Math** B.S. (Mathematics Education) Bemidji State University (2014)~~

FRALEY, JENNY- Guidance Counselor M.S. (School Counseling) St. Cloud State University, (2011) B.A. (History) Northwestern College (2006)

~~**GEE, CATHY-Special Ed.** M.A. (Special Education) Walden University (2012), Autism Certificate University of North Dakota (2014)~~

GOOCH, DAVID- Principal - Bemidji State University, BS & MS, Industrial Technology Education, 2000
St. Cloud State University, Educational Administration K-12, 2013

GUNDERSON, JOSH – Music, Vocal and Instrumental B.A. (Music Education) University of North Dakota, Grand Forks, ND (2003) B.A. (Music) University of North Dakota, Grand Forks (2011)

HANSON, BILLIE – Special Ed. B.A.(Special Education) Minnesota State University (1999) M.A. (Curriculum & Instruction) University of St. Thomas, St. Paul, MN (2006)

~~**HOOD, JOEL – Mathematics/Computer Science** B.S. (Mathematics) Moorhead State University (1983)~~

HOOD, MARILYN – Senior High English B.S. (English) Bemidji State University (1985)
M.S. (English) Bemidji State University (1994)

~~**JANICKE, MIKAELA-Special Education** B.S. (Elementary Education) Bemidji State University (2015)~~

LIEBL, DOUGLAS – Art B.S. (Art & Elementary Education) Bemidji State University (2000)

MALTERUD, MICHAEL – Industrial Technology B.S. (Industrial Tech. Ed) Bemidji State University (1996)

NELSON, PERRY – English B.S. (English and Language Arts) Bemidji State University (1999)
M.S. (Education) Bemidji State University, Bemidji, MN (2009)

NEWLAND, MICHELLE – Mathematics B.S. (Mathematics) Bemidji State University (1999)

NORUM, GREGORY – Social Studies B.S. (Social Studies) Bemidji State University (1986) M.A. (Athletic Administration) University of St. Thomas, St. Paul, MN (1998)

O’BEIRNE, KRISTIE-Mathematics B.S. (Math Education) Bemidji State University, Bemidji MN (2014)

PEDDYCOART, DANIEL-PE/Health B.S. (PE/Health) University of MN Duluth (2012)
PETERSON, SEAN – Science B.A. (Science) Concordia College, Moorhead, MN (1988)
REYNOLDS, MIA – English B.S. (English and Language Arts) Bemidji State University (1998) M.S Bemidji State University, Bemidji MN (2004)
ROEPKE, SAM-Science B.A. (Biology) Hamline University, St. Paul MN (1999)
SCHWEGEL, BRANDON – Social Studies B.A. (History) Luther College, Decorah, IA (2004)
STALBOERGER, JACOB – Physical Education B.S. (Health/PE) Bemidji State University (2004)
WASS, KARA, - Special Education M.S. (Special Education) Bemidji State University (2009)
WILLARD, BARRETT- Industrial Tech. B.A. (Industrial Technology/Mathematics) Northern Michigan University (2010)
WHITE, MARY – Business Education B.S. (Business Education) Minot State University (1986)

SUPPORT SERVICES STAFF

AAMODT, MARK	Technical Support
BECK, NOELLE	Guidance Office Sec.
CAIRNS, PENNI	AMI Coordinator
CHRISTIANSEN, TERRI	Head Cook
COLLINS, BRITTANY	AMI Paraprofessional
ECK, KEITH (Rocky)	BRIC Paraprofessional
EDEMAN, AARON	Transportation Director
ERICKSON, JONI	Paraprofessional/Health
ERICKSON, TERRI	Food Service
ERLANDSON, BONNIE	AMI Para
GOLDIE, MARY JO	Food Service
GOODWIN, BRIANA	Title VII Paraprofessional
GOODWIN, JESSICA	SpEd Paraprofessional
FROELICH, CHERYL	SpEd Para
HALVERSON, KIM	Administrative Sec.
HAM, CARRIE	Receptionist/Attendance Sec.
HANDYSIDE, MEGAN	Work Period Paraprofessional
HERMISTON, SHAWNA	Media Center Paraprofessional
HOLMSTROM, DEANNA	SpEd Paraprofessional
JOHNSON, AVIS	Food Service
JOHNSON, VERONICA	Custodian
JOY, TESS	Media Center Paraprofessional
KENT, AMY	DAC
KNUTSON, KARLA	Paraprofessional
LARSON, TERRI	Food Service
LAVINE, DAN	Head of Buildings/Grounds
MARTINE, VALERIE	BRIC Paraprofessional
MARUSKA, SHERRI	Paraprofessional
MCCOLLUM, RON	Head Custodian
MICHAELS, CHERI	Food Service
NANKIVEL, AL	Custodian
NELSON, OLIVIA	SpEd Paraprofessional
NORDEN, CASEY	Technology Director
OLSON, WILLA	Food Service
POWELL, MARIE	SpEd Paraprofessional
SARNA, VANESSA	ISS- Paraprofessional
SCHERMERHORN, BELINDA	Truancy Tracker
SCHUSSMAN, LEANNE	AMI Para
SUTHERLAND, JOHN	Dean of Students
WHITE, REBEKAH	SpEd Paraprofessional
VIK, CAROL	Director of Indian Education

DISTRICT OFFICE STAFF

CAIRNS, STEVE
DECKER DAVID
GERBRACHT, ANGIE
HECHT, JENNIFER

Superintendent of Schools
District Accountant
Payroll Clerk
Supt. Office Manager

BAGLEY SCHOOL DISTRICT #162
EMERGENCY OPERATIONS MANUAL

FOREWARD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist Bagley Public School's staff and community emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization and its members may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

This plan will be reviewed and updated as necessary, but at least once annually. The Bagley Public School Principals will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures required. As a district, we intend to fully cooperate and coordinate with law enforcement agencies and any emergency response teams of which we require assistance during drills, exercises, or process review & amendment.

TRANSFER OF NOTICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office or position by reason of resignation, election, suspension, or dismissal, the holder of this manual shall transfer it to his successor or to the Principal of the school.

Copy Number _____ Assigned to Room _____ Assigned to _____

Foreword 07/17/17
Emergency Management Manual

**BAGLEY PUBLIC SCHOOLS
DISTRICT 162
EMERGENCY MANUAL DISTRIBUTION LIST**

District 162 School Board	Katherine Clark Renee Benson LeAnn Agnes Adam Broden Toby Anderson Jeremy Davies Wendy Fultz Amy Fontaine Jamie Grover
Superintendent of Schools High School Principal Elementary Principal	Steve Cairns David Gooch Lee Furuseth
All District 162 Faculty & Staff	
Clearwater County Emergency Management Director	Larry Olson
Clearwater County Sheriff	Darin Halverson
Clearwater County Sheriff's Deputy	Neil Dolan
Bagley Police Chief	Larry Peterson Renee Benson
Bagley Fire Department Chief	John Gerbracht
Health Services	Marissa Hetland
School Resource Officer	Neil Dolan

Staff Responsibilities- Any Disaster

Building Administrator or Designee:

- Verify information
- Call 9-911 (if necessary)
- Seal off high-risk area
- Convene Crisis Team and implement crisis response procedures
- Notify Superintendent
- Notify students and staff (depending on emergency; students may be notified by teachers)
- Evacuate students and staff or relocate to a safe area within the building, if necessary
- Refer media to district spokesperson (or designee)
- Notify community agencies (if necessary)
- Implement post-crisis event
- Keep detailed notes of crisis event
- Notification or parents/guardians will be handled, in accordance with district policies, by the building administrator or administrative designee

Teachers/Staff

- Verify information
- Lock classroom doors, unless evacuation orders are issued
- Warn students, if advised (all-Call from any in-house phone is #9816 then #0)
- Account for all students
- Stay with students during an evacuation
- If you have responsibility to check rooms, complete that quickly
- **TAKE CLASS ROSTER**
- Refer media to district spokesperson (or designee)
- Keep detailed notes of crisis event
- Keep staff and students on site, if possible, for local investigators so interviews and accurate documentation of the events can be completed, if event warrants

Fire Drill Procedures

The following fire drill and evacuation procedures have been established for the safety of the students and employees in emergencies where it becomes necessary to evacuate the building. In the event of a fire, smoke from a fire or a very strong odor of gas has been detected:

- A. Pull fire alarm and notify the principal's office immediately. **EVERYONE** in the building **MUST** evacuate the premises!
- B. When leaving a room, you are responsible for seeing that all windows are closed, lights are turned off, and the door is closed but left **unlocked**.
- C. All classroom teachers are responsible for the students occupying their classrooms at the time of the alarm. **Take the emergency manual and a class roster with you!** (Each teacher is responsible for having a current class roster in the front of this manual.) Once you are outside, students can move to their regular areas to join their class.
- D. The following will check rooms and bathrooms to ensure that everyone is out of the building:
 1. 5th & 6th grade area (Basement) –paraprofessional will check bathrooms and classrooms for students, turn lights off and leave classroom doors unlocked.
(Rooms B1-B4 and surrounding rooms).
 2. Paraprofessional for 4th & 5th grade will check bathrooms and classrooms for students, turn lights off and leave classroom doors unlocked. (Rooms 1-4).
 3. P.E. teacher, school nurse and LLI teachers will check classrooms, gymnasium, and bathrooms. Lights turned off, and classroom doors left unlocked.
 4. Paraprofessional for 3rd & 4th grade will check bathrooms and classrooms for students, turn lights off and leave classroom doors unlocked. (Rooms 11,13, 15, 17, 18, 19 and 20).
 5. EBD staff, ASD and Speech staff will accompany students out of building with one staff person in each room checking so that no students are left in the rooms. (Rooms 12, 14, 16, 24 & 26).
 6. Paraprofessional for 2nd grade will check rooms 25, 27, 28 & 29.
 7. All staff in PRR will check upstairs rooms and may assist the Music teacher in evacuating students.
 8. Multi-need staff will accompany students out of the building with one staff person checking so that no students are left in room 36.

B-1 (E)

9. **Specials teachers will accompany students out of the building and remain with them until the classroom teacher arrives. Paraprofessional for Kindergarten will check Rooms 35, 37, 38 & 40.**
 10. **Computer Lab & Media Center Staff will accompany students out of building. If no students are present, staff will check the lab and Media Center (Rooms 39, 44 A, & 44B). Media staff will check bathrooms in cafeteria (Rooms 46, 48).**
 11. **Early Childhood Wing- Teachers in each classroom should assign staff, as needed, to check offices and rooms once children are out of the building. Community Education Director will assign and be responsible for providing follow up support for the EC Wing during fire drill and evacuation procedures.**
 12. **First ~~Grade~~ and Kindergarten teachers will accompany students out north exit, cross parking lot and remain at the edge of the parking area. Paraprofessional staff will check bathrooms and other rooms, turn off lights, prior to exiting the building.**
- E. Staff checking rooms will leave the building immediately upon completing their check.**
- F. Classroom teachers will escort their students directly to the areas designated and will remain with them until the ‘All-Clear’ message has been received. If a teacher has a group that isn’t assigned to them as “homeroom”(phy-ed, music, art, technology and etc.), the students should join their regular teachers.**
- **Follow normal fire drill route maps as posted in every classroom.**
 - **Follow alternate route if normal route is too dangerous or blocked.**
- G. If a teacher’s class is at specials or with another staff person not close to your location, take your emergency manual and meet your class at the designated area outside.**
- H. If you are a specials teacher with students (phy-ed, music, media center, art, technology, etc.) take students outside and meet regular teacher at designated area.**
- I. Once outside, keep students back away from the building to make room for possible fire equipment as well as to promote safety.**
- J. Teachers take roll call after being evacuated.**
- K. Teachers report missing students to the principal immediately.**
- L. Principal notifies fire department (call 911) and the Superintendent. Building Principal or Superintendent must report incident to Fire Marshall (as required by Minnesota State Law).**

- M. After consulting with appropriate official, building principal may move students to Calvary Evangelical Free Church or an alternate area, if the weather is inclement or building is damaged (see evacuation procedure Section N). Follow route directions to evacuation center, which are given by the flaggers.**
- N. No one may reenter the building until entire building is declared safe by fire or police personal.**
- O. The building principal notifies the students and staff of termination of emergency. Normal operations may resume after principal's office announces 'All-Clear' to reenter the building.**
- P. Building map and evacuation details are found in Section "N".**
- Q. Attached is a copy of the Emergency Exit Map. Each staff member is responsible for filling in the primary exit route (in red) and the alternate route (in blue/black) from the room where this manual is placed. This manual must be available by the exit door to each room!**

Suicide

I. Suicide Threat:

- A. Consider any student reference to suicide as serious.
- B. DO NOT leave the student alone.
- C. Notify the school counselor, Home/School Interventionists or building administrator immediately.
- D. Stay with the student until suicide intervention staff arrives.
- E. Do not allow the student to leave the school without parent, guardian or other appropriate adult supervision.

II. Suicide attempt in school:

- A. Consider any student reference to suicide serious. Intervene prior to attempted suicide, as appropriate.
- B. Verify information.
- C. Try to isolate suicidal person from other students. Prevent other from witnessing a traumatic event, if possible. Do NOT leave the student alone.
- D. If person requires medical attention, has a weapon or needs to be restrained call law enforcement at **911**.
- E. Notify school psychologist/counselor, building administrator and appropriate crisis intervention/mental health hotline number (see Emergency Numbers) immediately. Building administrator activates Crisis Response Team members.
- F. Calm suicidal person.
- G. Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
- H. Building administrator calls Superintendent and parent(s) /guardian(s) if suicidal person is a student. Do not allow student to leave without parent, guardian, or other appropriate adult supervision.
- I. Building administrator may schedule meeting with parents and school psychologist/counselor to determine course of action.
- J. Determine method of notifying staff and students. Initiate grief-counseling plan as appropriate.

III. If suicide attempt results in death/serious injury:

- A. Call **(9-911)**. Do not leave victim unattended.
- B. Notify CPR/first aid certified person in school building of medical emergency (names listed in Crisis Team section).
- C. Isolate victim if possible.
- D. Notify building administrator.
- E. Building administrator notifies the Superintendent.
- F. Activate school crisis team. Designate staff person to accompany victim to hospital.
- G. Building administrator notifies parent(s)/guardian(s) if victim is a student.
- H. Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- I. Determine method of notifying students, staff, and parents.
- J. Refer media to building administrator at (218) 694-3120 High School or (218) 694-6528 Elementary School.
- K. Implement the grief-counseling plan as appropriate.

Crisis Team Members

Revised 7/17/17

School Crisis Team

Position	Name	Work Phone	Home/Cell Phone	
Superintendent	Steve Cairns	694-6184	694-3029/766-0210	Dist.office
HS Principal	David Gooch	694-3120	694-3120//766-4743	BHS office
HS Dean of students	John Sutherland	694-3120	694-3215/368-2483	BHS office
Elem Principal	Lee Furuseh	694-6528	218-507-0154	Elem office
Elem Dean of Students	Doreen Zierer	694-6528	751-7996/760/2601	Elem office
Building & Grounds	Ron McCollum	694-3120	218-368-8314	BHS Office
Transportation	Aaron Edman	694-6122	694-6613/766-1092	Trans. Bldg.
Psychologists	Tanya Adams	694-3129	218-766-0240	BHS office
Counselor	Jenny Fraley	694-3129	651-769-4290	BHS office
Ministerial Contact	John Swanson	694-6055	694-2046	Faith Hill Assembly of God
Police Liaison	Neil Dolan	694-3120	218-358-0695	BHS office
Home School Interventionist	Carol Vik	694-3120	218-902-0085	BHS/BES
Nurse	Marissa Hetland	694-3120	694-6581	Nursing Service
Sheriff Law Enforcement	Darin Halverson	694-6226	694-3527	Sheriff's Office
DHS	Jamie Halverson	694-6164	218-820-9135	Social Services

L-3

Shelter-In-Place Procedures

Sheltering-in-place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency:

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside the building.
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving at shelter area.
- All persons remain in the shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible:
 - seal door
 - open or close windows as appropriate
 - limit movement and talking in room
- Communicate your situation to administration or emergency officials by whatever means possible.

Building Evacuation Procedures

I. Teachers:

- A. Direct students to follow normal fire drill procedures unless building administrator alters the route. **Take a class roster.**
- B. Close classroom doors and turn out lights.
- C. **When outside the building and at the staging area, account for all students.** Inform building administrator immediately if students are missing.
- D. If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.

II. For orderly evacuation of the building:

- A. Leave building in a rapid but orderly manner.

1. Students in Rooms 31-44B exit south onto the sidewalk. Wait for the 6th grade **and or staff** crossing guards and then proceed across 1st Street NW to the sidewalk.
 2. Students in Rooms 18-30 exit east through the doors by the Elementary Office, going out onto the playground and proceeding east to the fence area.
 3. Students in rooms 10-17 exit out west doors, wait for crossing guards, then move across street. **DO NOT** cross street without crossing guards.
 4. Students in rooms 1-4 exit out north doors.
 5. Students in rooms B1-B8 exit out ramp in room B1, going east onto playground.
 6. Other rooms follow posted exit routes.
- B. Assemble in pre-designated areas.
- C. Designated 6th grade students from Ms Kari Gerbracht's room will proceed to staging areas with crossing flags. The intersections southeast of the gym, south of the gym, and southwest of the school will have 6th grade students with flags controlling them. In addition, two students with a flags should go down the west side of Bagley Ave and meet the students from the multi-handicapped room and 2nd grade and control traffic from the rear of the group, if the announcement is given to proceed to the evacuation center.
- D. Wait for "all clear" or announcement to "proceed to evacuation center".
- E. General items to check (for staff with the assignment to check).
1. Check and double check all rooms to see that all students and staff members have left the building.
 2. Make sure all doors are shut but unlocked, and the lights are turned off.
 3. Check all fire alarm switches in the respective areas and report open switches to the Principal's office.
 4. Report any strange objects to the principal's office. (Do not attempt to move the object, (s), however, upon completion of the check report to the principal on duty). Then proceed to regular holding area to assist with supervision.

III. Evacuation to the Relocation Center:

- A. In the event that the building cannot be re-entered the staff persons in the designated areas will escort all students to the primary relocation center, which is the Calvary Evangelical Free Church. It is one block southwest, along Highway
2. This directive to relocate will come from the building administrator.
- B. All students that exit building to the east should proceed south on the sidewalk (bordering Clearwater Ave.) to 1st St. NW., cross the street with the crossing guards, then turn west and proceed along 1st Street NW past Faith Lutheran to Bagley Ave. Continue west across Bagley Ave, turn left on the sidewalk and go to Calvary Evangelical Free Church. **Always cross streets and intersections with the crossing guards.**

- C. All students that exit the building to the north should proceed to the west and then south along Bagley Avenue to the intersection of Bagley Avenue and 1st Street Nw. Then go west to the alley, turn and follow the alley south to Calvary Evangelical Free Church.
- D. All students and staff that exit the school to the west should cross Bagley Avenue and continue west on 1st Street NW to the alley. Follow the alley south to Calvary Evangelical Free Church.
- E. Ms. Zierer and Mr. Higgins are in charge of the relocation center. Other teachers present will assist them on keeping order.
- F. Mr. Higgins and Ms. Zierer will be the bus dispatchers at the relocation center. They will coordinate the announcement of the arrival of each bus inside the relocation center so that students can leave and board their buses. Buses will load students on Bagley Ave.
- G. All teachers should stay with their students. Additional staff (paras, Title I teachers) will help with controlling student behavior while in the relocation center.
- H. The principals will be in charge of seeing that the school building is completely evacuated and secured.
- I. The janitorial staff will see to locking all outside doors of the building, if appropriate.
- J. Staff and students will not be allowed to return to the school building for any reason.
- K. In the event that both principals are out of the building during an emergency evacuation, Mr. Higgins will be in charge of this procedure.

IV. If the evacuation occurs before or after school the following procedure is to be followed.

- A. If the evacuation is before regular classes begin, all students and staff in the building will proceed to the regular designated areas as outlined in the evacuation plan. The secretaries will notify the transportation director of the evacuation. The buses will report directly to the bus staging area at the vocational building.
- B. If the evacuation occurs after school all students, teachers and others in the building will leave immediately and go home.

Building Evacuation Procedures

I. Teachers:

- A. Direct students to follow normal fire drill procedures unless building administrator alters the route. **Take a class roster.**
- B. Close classroom doors and turn out lights.
- C. When outside building, account for all students. Inform building administrator immediately if student(s) is/are missing.
- D. If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.

II. For orderly evacuation of the building:

100 WING (ADMINISTRATIVE AND COUNSELING OFFICES)

Room 100 – Exit to right and stay right through Northeast entrance of 300 Wing. Gather in South parking lot.

Room 101 (media center) - Exit through the Northwest fire door of media center. Gather in bus turn around area. Reenter through West doors of 200 Wing.

Rooms 102, 103, 104, 105, 106, 107, 108, 109, 110, 111 and 112 - Exit through 102, then South through main doors. Gather in South parking lot.

Rooms 115-121 - Exit through Northeast doors of 300 Wing. Gather in South parking lot.

200 WING

Rooms 200, 201, 202, 203 & 204 - Exit through fire door on North side of room. Gather in bus turn around area. Re-enter through West entrance of 200 Wing.

Room 205 - Exit through the West doors of 200 Wing. Gather in bus turn around area.

Room 206 - Exit through the North entrance of 200 Wing. Gather in bus turn around area. Re-enter through the West entrance of 200 Wing.

Rooms 207 & 208 - Exit through rooms 205, stay right and exit through the West doors of 200 Wing. Gather in bus turn around area.

Rooms 209 & 212 - Exit right and stay right through South doors of 200 Wing. Gather in bus turn around area.

Rooms 210 and 211 - Exit through room 209. Stay left and exit through the West doors of 200 Wing. Gather in the bus turn around area.

Room 213 - Exit left. Stay left through the West doors of 200 Wing. Gather in the bus turn around area.

Rooms 214 & 215 - Exit through the West doors of 200 Wing. Gather in the bus turn around area. Alternate route exit through Northwest fire doors of Media Center.

300 WING

Room 300 - Exit through the East doors of 300 Wing. Gather in South parking lot.

Rooms 301, 302 & 306 - Exit right and stay right through East doors of 300 Wing. Gather in South parking lot.

Rooms 303 & 304 - Exit through 301, stay right through East doors of 300 Wing. Gather in South parking lot.

Room 305 - Exit through Rm. 306 and stay right through East doors of 300 Wing. Gather in South parking lot.

Rooms 307,308 & 309 - Exit left. Stay left and exit Southeast entrance of 300 Wing. Gather South parking lot.

Room 310 - Exit left and stay left through the Southeast doors of 300 Wing. Gather in the South parking lot.

Room 311 - Exit right and stay right through the Southeast doors of 300 Wing. Gather in South parking lot.

Rooms 312 & 313 - Exit left and stay left out South entrance of 300 Wing. Gather in bus turn around area.

Rooms 314 & 315 - Exit right and stay right out South entrance of 300 Wing. Gather in bus turn around area.

Room 316 - Exit left and stay left through Southwest entrance of 300 Wing. Gather in the bus turn around area.

Room 317 -Exit room right, stay right through Southwest entrance of 300 Wing. Gather in bus turn around area.

Room 318 - Exit through the Southeast fire door of the Media Center. Gather in bus turn around area. Re-enter through Southwest doors of 300 Wing.

Room 319 - Exit through Southwest fire door of Media Center. Gather in bus turn around area. Re-enter through Southwest doors of 300 Wing.

400 WING

Rooms 401-409 - Exit through the North fire doors of the shops. Gather in North parking lot. Re-enter through Northwest doors of 500 Wing.

Rooms 410-414 - Exit through fire door of Art room. Gather in North parking lot. Re-enter through South entrance of 400 Wing.

Rooms 415 & 416 - Exit through fire doors on South side of rooms. Gather in North parking lot. Re-enter through South doors of 400 wing.

500 WING

Room 500 - Exit out South main exit. Gather in South parking lot.

Room 501 - Exit out Northeast exit of 500 Wing. Gather in North parking lot.

Room 502 - Exit out fire door . Gather in North parking lot. Re-enter through Northeast doors of 500 Wing.

Room 503 - Exit left and out Northeast exit of 500 Wing. Gather in North parking lot. Re-enter through Northwest entrance of 500 Wing.

Room 504 - Exit through South doors. Gather in South parking lot.

Room 505 - Exit through East fire door. Gather in South parking lot. Re-enter through South entrance.

Rooms 506 & 507 (Locker rooms) - Exit through East fire doors. Gather in North parking lot. Re-enter through Northeast doors of 500 Wing.

600 WING

Room 600 - Exit through the South entrance. Gather in South parking lot.

III. Search Group:

- A. The following areas of the building are to be searched by the designated staff persons. Report to the principal in front of the school.

100 WING (ADMINISTRATIVE AND COUNSELING) – Ms. Halverson or Mrs. Ham

MEDIA CENTER – ~~Mrs. Drellack~~ **Shawna Hermiston** and/or Library Assistant

200 WING – Ms. Jenny Fraley/Ms. Noelle Beck

300 WING – Carol Vik

400 WING and KITCHEN – Terri Christensen/Food Services Staff

500 & 600 WINGS - Mr. Sutherland

- B. General items to check.

1. Check and double check all rooms to see that all students and staff members have left the building.
2. Make sure all doors are shut but unlocked, and the lights are turned off.
3. Check all fire alarm switches in the respective areas and report open switches to the Principal's office.
4. Report any strange objects to the principal's office. (Do not attempt to move the object, (s), however, upon completion of the check report to the area in front of the high school and report findings to the principal on duty). Then proceed to regular holding area to assist with supervision.

IV. Evacuation area assignments:

- A. Staff assignment- the following is a list of staff persons and the location of their responsibility during the evacuation exercise. Stay with your class.

(Key): BTA= Bus Turn Around Area.

SPL= South Parking Lot

NPL= North Parking Lot

BTA – Chuck Anderson
BTA – Olin Anderson
BTA – Allison Barta
BTA – Carol Bliss-Quinn
BTA – Penni Cairns
SPL – Dave Christensen
SPL – Deb Christensen
BTA – Darris Dahl
BTA – ~~Brenda Dukek/MCPara~~
Amy Kent/ Shawna Hermiston
SPL – Kara Wass
SPL – Billie Hanson
NPL – Darin Carstens

NPL- Barrett Willard
PL - ~~Joel Hood~~
Holly Blocker
SPL – Marilyn Hood
SPL – Jenny Fraley
SPL – Jake Stalboerger
NPL – Doug Liebl
NPL – Mike Malterud
BTA – ~~Shelby Dukek~~
Maranda Pula
BTA – Perry Nelson
SPL – Michelle Newland
BTA – Greg Norum

SPL – ~~Cathy Gee~~**TBD**
BTA – Sean Peterson
BTA – Mia Reynolds
NPL – Sam Roepke
BTA – Kristie O'Berine
SPL – Maria Bjorklund
SPL – Josh Gunderson
BTA – Brandon Schwegel
NPL – Daniel Peddycoart
SPL – ~~Mikayla Janicke~~**TBD**
BTA – Mary White

V. Evacuation to the Relocation Centers:

- A. In the event that the building cannot be re-entered the staff persons in the designated areas will escort all students to the **Hockey Arena** (relocation center). This directive to relocate will come from the building administrator.
- B. Mr. Malterud and Mr. Nelson are in charge of the relocation center opening doors, setting up P.A. system, turning on lights. Other teachers present will assist them on keeping order.
- C. Students with a qualifying disability will be evacuated to the Ranisate building. Mr. Dave Christensen will be in charge of this relocation center.
- D. Mr. S. Peterson and Mr. Schwegel will be the bus dispatchers at the relocation center. They will be informed of the arrival of each bus and will make an announcement inside the relocation center, which students are to leave and board their buses.
- E. ~~Mr. Hood~~ Mrs. Blocker will be in charge of South Hockey Arena doors for parent contacts.
- F. The principal will be in charge of seeing that the building is completely evacuated and secured.
- G. The janitorial staff will see to locking all outside doors of the building.
- H. Staff and students will not be allowed to return to the school building for any reason.
- I. In the event that both principals are out of the building during an emergency drill, ~~Mr. Hood~~ TBD will be in charge of this procedure.

VI. If the evacuation occurs before or after school the following procedure is to be followed.

- A. If the evacuation is before regular classes begin, all students and staff in the building will proceed to the regular designated areas as outlined in the evacuation plan. Ms. Halverson or Mrs. Ham will notify the transportation director of the evacuation. The buses will report directly to the bus staging area at the vocational building.
- B. If the evacuation occurs after school all students and coaches are to report to the designated areas and the students will then be directed to go home.

BUS DRIVERS LIST (Reviewed 7/17/17)

Bus Transportation Director – Aaron Edman– 694-6122 – Cell – 218-766-1092

<u>Bus Rt #</u>	<u>Phone #</u>	<u>Cell Number</u>	<u>Drivers Name</u>
2	694-2580	218-766-8059	Mark Aamodt
3	694-6308	218-368-5878	Ron Halvorson
4		218-358-0933	Rueben Johnson
5	694-6877	218-533-0432	David Kortan
7	785-3070	218-280-6799	Curt Drellack
8	694-6370	218-358-0326	Paul Netland
10	657-2357	218-358-0757	Dean Newland
12	694-6862	218-766-4280	Doug Ulrich
13	694-2074	218-289-7313	Wenesdai Goldstein
14	935-5835	218-358-1001	Steve Snobl
15		218-255-4628	Steven West
16	694-3316	218-368-3871	Stephanie Syverson
17	694-6708	218-533-0181	Jean Carter
18	776-3218	218-368-7475	Sandy Marty
19	694-4097	218-208-2293	Mark Stinar

STORM AND EMERGENCY CALLING NETWORK

<u>Superintendent will call</u>	Aaron Edman	694-6613
	Transportation Office	694-6122 Cell 218-358-0308
	Paul Bunyan Broadcasting	444-1500
<u>Aaron Edman will call</u>	KKCQ 1480	435-1919
	Mark Aamodt	694-2580
	Ron Halvorson	694-6308
	Dean Newland	657-2357
	Noah Shegrud	358-1245
<u>Mark Aamodt will call</u>	Mike Stinar	694-4097
	Paul Netland	694-6370
	Doug Ulrich	694-6862
	Steve Snobl	935-5835
<u>Dean Newland will call</u>	Jean Carter	694-6708
	Wenesdai Goldstein	694-2617
	Stephanie Syverson	694-3316
	Rueben Johnson	358-0933
<u>Ron Halvorson will call</u>	David Kortan	694-6877
	Sandy Marty	776-3218
	Steven West	255-4682
	Curt Drellack	785-3070

Substitute Bus Driver List

Mary Goldie	694-3350 / 358-0345	Walter Eyster	694-6477 / 368-4819
Jackie Ulrich	694-6862 / 766-4280	Jerry Merck	694-2215 / 368-9887
Gene Lang	487-5418 / 766-1953	Neltson Mcpherson	785-2166 / 289-4983
Bob Garland	766-2129 / 358-0308	Ron Knable	694-3370/358-1205
Margaret Netland	694-6797/358-0228	Mike Meyers	694-3278/766-8709
Dan Fultz	694-2864/358-0382		

BUS MECHANIC: Noah Shegrud 657-2277/358-1245

School Bus Accident Procedure - Bagley Schools

Created: February 16, 2016

SERIOUS ACCIDENT: Procedures for incidents involving another vehicle or any potential injuries to any passengers. If in doubt the incident is a serious incident, contact 911.

1. Bus driver will immediately dial 911 and notify dispatch with the following information:
 - a. Bus Number
 - b. Location
 - c. Nature of emergency or accident, being very specific as to how many are injured and the nature of their injuries. (including other vehicles/occupants).
 - d. NOTE: If the bus driver does not have the capability to make a 911 call, they should contact the Transportation Director by radio and request them to call 911.

2. Bus driver will then notify the Transportation Director (or designee) either by two-way radio or telephone, of the following information:
 - a. Bus Number
 - b. Location
 - c. Nature of emergency or accident, being very specific as to how many are injured and the nature of their injuries (including other vehicles/occupants).
 - d. Bus driver should then make a list of all students who were on the bus during this incident.

3. The Transportation Director (or designee) receiving the call will notify the following persons:
 - a. Ensure the 911 dispatch center has been notified and that the following were notified by them:

O-2

- i. Local Law enforcement
 - ii. Ambulance
 - iii. Fire Department
 - iv. State Patrol (for Commercial Vehicle Inspection)
 - b. Superintendent.
 - c. Building Principals (School main offices)
4. The Transportation Director (or designee) will proceed to the scene as soon as possible after ensuring 911 dispatch center has been notified. The Transportation Director will coordinate the response of another empty bus to load uninjured students onto (students should not leave the scene of the accident until law enforcement arrive on scene).
5. The Transportation Director will coordinate documenting the names of all students who were passengers in the vehicle involved in the accident, and shall keep record of any students transported to a hospital (and which hospital). The Transportation Director should share this information with the school offices as soon as possible.
6. The Transportation Director (with the assistance of Principals) will contact the parents of all students who were passengers in the vehicle involved. Principals should be responsible for notifying parents of injured students.
7. The Transportation Director will complete the following:
 - a. Insurance Company Report
 - b. Help the driver complete the MN Motor Vehicle Crash Report.
 - c. Follow-up with parents the following day.

MINOR ACCIDENT: Procedures for incidents involving minor damage to the bus, with no injuries.

1. Bus driver will then notify the Transportation Director or School Officials either by two-way radio or telephone, of the following information:
 - a. Bus Number
 - b. Location
 - c. Nature of accident
2. The Transportation Director receiving the call will ensure this is not a serious accident and that 911 does not need to be called (if in doubt, call 911). Then notify:
 - a. Superintendent.
 - b. Building Principals
3. The Transportation Director will proceed to the scene as soon as possible. The Transportation Director will coordinate the response of another empty bus to load or a tow truck to get a vehicle unstuck.
4. The Transportation Director will coordinate documenting the names of all students who were passengers in the vehicle involved in the accident.
5. The Transportation Director (with the assistance of Principals) will contact the parents of all students who were passengers in the vehicle involved.
6. The Transportation Director will complete the following:
 - a. Insurance Company Report
 - b. Help the driver complete the MN Motor Vehicle Crash Report.

O-4

Emergency Information for School Bus Drivers

As March roared in (especially in Southern Illinois) and tornado drills have been held this past week in public institutions throughout Illinois, Don Bergdolt, Chairmain of the IAPT Southern Region has submitted the following information to be used by School Bus Drivers.

TORNADO WATCH:

Weather conditions in your area mean that a tornado may develop. No tornado exists yet.

TORNADO WARNING:

A TORNADO HAS BEEN SIGHTED IN YOUR AREA... TAKE EMERGENCY ACTION!!

WHAT TO DO DURING A TORNADO WARNING:

If you spot a tornado funnel, or if you hear a tornado-warning bulletin on your radio, take immediate emergency action. Be alert for sudden changes in the weather. Severe rain or wind, severe hail, or funnel clouds are danger signals. If you see a funnel cloud approaching, take the emergency actions detailed.

1. If you are at school, escort children back to the shelter area in the school. Busses will not run during tornado warnings.
2. If there is no time to get children back to the school shelter, move the children to the nearest ravine, ditch, or low spot in the ground (but far enough away from the bus so that the bus will not roll over on them). Give the command, "ASSUME THE PROTECTIVE POSITION." (Drop onto their elbows and knees and to cover the backs of their heads and necks with their hands.) If the children have coats or jackets, these can be used to provide additional protection for their heads and bodies.
3. If you are driving when you hear a tornado warning or spot a funnel, stop the bus. Escort the children to the nearest ravine, ditch, underpass, or low spot in the ground (but far enough from the bus so that it won't roll over on them). Have them "ASSUME THE PROTECTIVE POSITION," as described in No. 2 above.
4. If you are driving when you hear a tornado warning or spot a funnel, and there is no time to move the children when you stop the bus, have the children assume the protective position, remaining in their seats, with their head below window level.

WHAT TO DO IF A TORNADO HAS STRUCK:

1. Remain calm and try to keep the children calm.
2. Apply first aid where necessary and as your training permits. Call for help if needed.
3. Transport children to school or to alternate locations if appropriate.
4. Continue to listen to you radio for weather bulletins and other emergency information.

1:00 P.M. School Closing Schedule

The following schedule will be used for early dismissal:

- Buses line up at the Elementary School at 12:30 PM
- Dismissal time at the Elementary 12:35 P.M.
- Departure time from Elementary 12:45 P.M.
- Dismissal time at the High School 12:53 P.M.
- Departure time at the High School 1:00 P.M.

Emergency Loading Procedure From Evacuation Centers

DO NOT DRIVE BY SCHOOL BUILDING !!!

1. Line up at the bus garage area.
2. Three buses will be dispatched at a time to load.
3. Proceed East on Highway 2, turn left on Red Lake Ave. NW, go one block, turn right on 1st St. NW, go one block, turn right on Bagley Ave NW. Load elementary students at Calvary Evangelical Free Church (East door). While one set of buses are loading at the church, the next set will be waiting on 1st St NW.
4. Leave the church going south to Highway 2. Turn left and go to the stoplights on Hwy 2/Hwy 92. Turn left and go north to 7th St, turn right on 7th St and go to the East entrance of the Fair Grounds, turn left going into the Fair Grounds, loading high school students at the Hockey building (North entrance).
5. See attached map.

Note: S-02, Special Needs bus, load first.

1st group-Buses 2, 3, 4

2nd group-Buses 6, 7, 8

3rd group-Buses 10, 12, 13

4th group-Buses 14, 15, 16

5th group-Buses 17, 18

SCHOOL EMERGENCY RESPONSE TEAM

Build the school's emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)	Superintendent	Principals
Safety	Building Principals	Head Custodian
Public Information	Superintendent	Building Principals
Liaison	Liaison Officer	
Operations Chief	Building Principals	Head Custodian
Medical	Clearwater County Nursing Service	Clearwater County Nursing Service
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check	Head Custodian	Building Principals
Student Release Coordinator	Assistant Principals	
Logistics Chief	Local Law Enforcement	
Communications	District Office	
Transportation	Bus Transportation Director	Bus Transportation Mechanic
Planning Chief	Local Law Enforcement	
Financial Recordkeeping	District Office	
<p><i>These functions mirror the National Incident Management System (NIMS) used by emergency responders.</i></p>		

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students and families.
- Provide post-crisis briefings for staff, students and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.

Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.

CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student's developmental level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

Crisis Team Members

School Emergency Response Team

<u>Function</u>	<u>Staff Assigned</u>	<u>Backup Staff</u>
Incident Commander	Superintendent	
Safety	Principals	Head Custodian
Public Information	Superintendent	Principals
Liaison	Neil Dolan	
Operations Chief	Principals	Head Custodians
Medical	CC Nursing Service	CC Nursing Service
Site Security Facility Check	Head Custodian	Principals
Student Release Coordinator	Deans of Students	
Logistics Chief	Law Enforcement	
Communications	District Office	
Transportation	Transportation Director	Transportation Mechanic
Planning Chief	Law Enforcement	
Financial Record keeper	District Office	

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

District Team Members

Revised July 26, 2017

School Crisis Team

Position	Name	Work Phone	Home Phone	Room #
Superintendent	Steve Cairns	694-6184	694-3029/766-0210	Dist. Office
HS Principal	David Gooch	694-3120	444-7678/766-4743	BHS Office
HS Dean of Students	John Sutherland	694-3120	694-3215/368-2483	BHS Office
HS Secretary	Carrie Ham	694-3120	218-358-1108	BHS Office
HS Secretary	Kim Halverson	694-3120	218-358-0489	BHS Office
Elem Principal	Lee Furuseth	694-6528	218-507-0154	BES Office
Elem Dean of Students	Doreen Zierer	694-6528	751-7996/760-2601	BES Office
Elem Secretary	Dixie Boe	694-6528	694-6523/280-8245	BES Office
Elem Secretary	Tammy Johnson	694-6528	320-493-1593	BES Office
Building & Grounds	Ron McCollum	694-3120	218-368-8314	BHS Office
Transportation	Aaron Edman	694-6122	694-6613/766-1092	Trans. Bldg.
Psychologist	Tonya Adams	694-3129	218-766-0240	BHS Office
Counselor	Jenny Fraley	694-3129	651-769-4290	BHS Office
Ministerial	John Swanson	694-6055	694-2046	Faith Hill
Police Liaison	Neil Dolan	694-3120	218-358-0695	BHS Office
Director of Indian Ed.	Carol Vik	694-3120	218-902-0085	BHS/BES
Nursing Service	Marissa Hetland	694-3120	694-6581	CCNS
Sheriff Law Enforcement	Darin Halverson	694-6226	694-3527	CCSD
DHS	Jamie Halverson	694-6164	218-820-9135	SocialServices
Stellher Therapists	April Bowman	694-3120		
	Heather Strandlien	694-6528	218-556-0734	BES

Q-2 (7-17-17)

CPR/First Aid Certified Persons in School Building

Name	Building/School	Certification (circle):
Aamodt, Mark	HS/Bus Garage	CPR FIRST AID
Barta, Allison	HS	CPR FIRST AID
Bjorklund, Maria	HS	CPR FIRST AID
Cage, Matt	Elem	CPR FIRST AID
Cairns, Penni	HS	CPR FIRST AID
Cairns, Steven	Supt. Office	CPR FIRST AID
Carter, Jean	Bus Garage	CPR FIRST AID
Carstens, Darin	HS	CPR FIRST AID
Christianson, David	HS	CPR FIRST AID
Christianson, Terri	HS	CPR FIRST AID
Crane, LeeAnne	Elem	CPR FIRST AID
Dolan, Neil	HS	CPR FIRST AID
Drellack, Curt	Bus Garage	CPR FIRST AID
Edman, Aaron	Bus Garage	CPR FIRST AID
Erickson, Terri	HS	CPR FIRST AID
Eyster, Walter	Bus Garage	CPR FIRST AID
Fultz, Dan	Bus Garage	CPR FIRST AID
Garland, Bob	Bus Garage	CPR FIRST AID
Goldstein, Wednesday	Bus Garage	CPR FIRST AID
Goldie, Mary Jo	HS	CPR FIRST AID
Halverson, Kim	HS	CPR FIRST AID
Halvorson, Ronald	Bus Garage	CPR FIRST AID
Higgins, Thomas	Elem	CPR FIRST AID
Hinrichs, Nicole	Elem	CPR FIRST AID
Jacobs, Carl	Elem	CPR FIRST AID
Jeska, Molly	Elem	CPR FIRST AID
Johnson, Avis	HS	CPR FIRST AID
Johnson, Ruben Jr.	Bus Garage	CPR FIRST AID
Johnson, Tammy	Elem	CPR FIRST AID
Knable, Ron	Bus	CPR FIRST AID
Kortan, David	Bus Garage	CPR FIRST AID

Kortan, Kole	Bus	CPR FIRST AID
Lange, Lugene	Bus	CPR FIRST AID
Larson, Felry	Bus	CPR FIRST AID
Martine, Val	HS	CPR FIRST AID
Marty, Sandra	Bus Garage	CPR FIRST AID
Mayer, Colleen	Elem	CPR FIRST AID
Merck, Jerry	Bus Garage	CPR FIRST AID
Meyers, Michael	Bus Garage	CPR FIRST AID
Michel, Cheri	HS	CPR FIRST AID
Netland, Paul	Bus Garage	CPR FIRST AID
Newland, Dean	Bus Garage	CPR FIRST AID

Q-3 (7-17-17)

Olson, Willa	HS	CPR FIRST AID
Pagan, Jamie	Bus	CPR FIRST AID
Paulson, Julie	Elem	CPR FIRST AID
Peterson, Sean	HS	CPR FIRST AID
Rusch, Allen	Bus	CPR FIRST AID
Schwegel, Brandon	HS	CPR FIRST AID
Shegrud, Noah	Bus Garage	CPR FIRST AID
Snobl, Steve	Bus Garage	CPR FIRST AID
Stinar, Mark	Bus	CPR FIRST AID
Sutherland, John	HS	CPR FIRST AID
Swanson, Kimberly	HS	CPR FIRST AID
Syverson, Stephanie	Bus Garage	CPR FIRST AID
Ulrich, Doug	Bus Garage	CPR FIRST AID
Ulrich, Jacqueline	Bus Garage	CPR FIRST AID
West, Steven	Bus Garage	CPR FIRST AID
White, Mary	HS	CPR FIRST AID
Zierer, Doreen	Elem/HS	CPR FIRST AID

District Crisis Committee

Position	Name	Work Phone	Home Phone	Mobile/Pager
Coordinator	<u>Steve Cairns</u> (Superintendent)	<u>694-6184</u>	<u>218-766-0210</u>	<u>NO</u>
Alternate Coordinator	<u>David Gooch</u> (Designee)	694-3120	444-7678/766-4743	NO

Q-4 (7-17-17)

Ministerium

~~Dale Adams Anderson, Karl~~

Alida/Rice
19214 210th Street
Bagley, MN 56621
(218) 657-2576

Olson, Eric
Grace Community
18633 350th St.
Bagley, MN 56621
(218) 694-2507

Conger, Chris

~~Hoyt, Tim (youth)~~

Grace Chapel
25514 St. Hwy 92
Bagley, MN 56621
Email: gracepastor@gvtel.com
(218) 657-2222 (O)

~~Olson, Mark Tricia Mattson~~

Faith Lutheran
PO Box 297
Bagley, MN 56621
(218) 694-2631

Swanson, John

Faith Hill Assembly of God
PO Box 638
Bagley, MN 56621
(218-694-2046)
(218-694-6055/ Parsonage)

Lieden, Wendzel
Redeemer Lutheran
PO Box E
Bagley, MN 56621
(218) 694-2327

~~Feiock, Arlo Goodman, William~~

Landstad Lutheran Church-Shevlin
4400 Roosevelt Rd SE
Bemidji, MN 56601
(218) 751-3632

Holst, Jeremiah
Shepard of the Pines/Clearwater
PO Box 9
Shevlin, MN 56676
(760-705-8888)

Hjermstad, Wayne

Grace Free Lutheran
PO Box 119
Bagley, MN 56621
(218) 694-6570

~~Lilenthal, Gene Faugstad, Mark~~

Lengby/Our Savior's Lutheran
PO Box 26
Lengby, MN 56651
(218) 668-2246

~~McGuire, Randy McCaughn, Steven~~

Zion/Bethel
411 Geary Ave NE
Bagley, MN 56621
(218) 694-2962

~~Iunakeen, John Melkies Sundaram, Manuel~~

St. Joseph's Catholic
PO Box 67
Bagley, MN 56621
(218) 694-6416

Moore, Rick

Calvary Evangelical
13 Bagley Ave NW
Bagley, MN 56621
(218-776-2434)

RESTRICTIVE PROCEDURES CRISIS TEAM

The following individuals are members of the Restrictive Procedures Crisis Team for special education students at Bagley Elementary School.

Principal	Lee Furuseth
Dean of Students	Doreen Zierer
Director of Transportation	Aaron Edman
BRIC Coordinator	Renae Donaghue
Counselor	Heather Strandlien
Home School Interventionist	Carol Vik
Special Education Teacher	Melissa Williams
Special Education Teacher	Colleen Mayer
Special Education Teacher	Becca Halverson
Special Education Teacher	Carl Jacobs
Special Education Para-Professional	Tammy Christensen
Stellher CTSS	April Bohlman
School Nurse	Marissa Hetland
School Psychologist	Tonya Adams
School Police Liaison	Neil Dolan

RESTRICTIVE PROCEDURES CRISIS TEAM MEMBERS

The following individuals are members of the Restrictive Procedures Crisis Team for special education students at Bagley High School.

Principal
Dean of Students
Director of Transportation
BRIC Coordinator
Guidance Counselor
Home School Interventionist
Special Education Teacher
Special Education Teacher
Special Education Teacher
Special Education Teacher
Special Education Teacher
Special Education Para-Professional
Special Education Para-Professional
Steller CTSS
School Nurse
School Psychologist
School Police Liaison

David Gooch
John Sutherland
Aaron Edman
Renaë Donaghue
Jenny Fraley
Carol Vik
Dave Christensen
Kara Wass
Billie Hanson
~~Cathy Gee~~ Deb Christensen
~~Mikaela Janicke~~ TBD
Rocky Eck
Kim Swanson
April Bohlman
Marissa Hetland
Tonya Adams
Neil Dolan

Emergency Phone Numbers

Fire, Ambulance, Police:

Emergency	9-911
Local Police (Non-emergency)	694-6150
Local Fire (Emergency)	694-6255
Local EMS (Non-emergency)	694-6226
Crisis Intervention/Mental Health	694-6164

Referrals/Help Lines:

Crime Victim Services	Statewide	(800) 247-0390
	Metro area	(651)215-6954
Hazardous Materials/Poison	Statewide	(800) 422-0798
Report any hazardous materials leak or spill to Minnesota Duty Officer (24 hours)		
Poison Control Center	Statewide	(800) 764-7661
Disaster Assistance	Statewide	(888) 404-2236
American Red Cross	Metro area	(651) 291-6780

Emergency Management Agencies:

Department of Public Safety
Division of Emergency Management
444 Cedar Street, Suite 223
St. Paul, Minnesota 55101-6223 Statewide (24 hour) (800) 422-0798

City & County Offices

Emergency Management/Civil Defense	Bagley	694-6323
Public Utilities-Mike Jensen	Bagley	694-2300 Cell-218-358-0980

Other

Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113 Tel. (651) 582-8200

Minnesota School Boards Association
1900 West Jefferson Avenue
St. Paul, Minnesota 56082-3015 Tel. (800) 324-4459 Fax (507) 931-1515
www.mnmsba.org

Caregiver Contacts

Jenny Fraley - Bagley High School Guidance Counselor

Cell 651-769-4290

Work 218-694-3129

Tonya Adams – BRIC School Psychologist

Cell 218-766-0240

Work 218-751-6622

April Bohlman- Stellher, Mental Health Counselor

Cell 218-760-8219

Work 218-693-3120

Heather Strandlien - Stellher, Mental Health Counselor

Cell 218-556-0734

Work 694-6528

Graham Hensel- Stellher, Mental Health Counselor

Cell 651-319-1269

Emergency Alert System (EAS) Stations

Listen to the following radio stations for information regarding a potential or impending emergency:

FM

KKCQ	96.7 FM	435-1919
KKZY	95.5 FM	444-1500
KKBJ	103.7 FM	751-5950
WBJI	98.3 FM	751-7777
KBHP	101.1 FM	444-1500

(List all applicable stations, including call letters and frequency)

AM

KBUN	1450 AM	751-4120
KKEQ	1480 AM	
WCCO	830 AM	(24 hours)

(List all applicable stations, including call letters and frequency)

Reading Well by Third Grade Plan Submission and Data Report
This report contains the information submitted to the Minnesota Department of Education
by the district or charter school for the school year listed.

District Name
School Year 2017
Submission Status DRAFT

Contact Information

Submitter Name Lee Jonathon Furueth
Submitter Title Elementary Principal
Submitter E-Mail lfurueth@bagley.k12.mn.us
Submitter Phone Number 218-694-6528 Ext. 3104

Local Literacy Plan

Plan File Name
Plan Hyperlink

Description of district's efforts to screen and identify dyslexia

Description of district's efforts to screen and identify convergence insufficiency disorder

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Summary Report of Local Assessments

This report contains a summary of the assessments used within the district as reported for this reporting year.

District Name BAGLEY PUBLIC SCHOOL DISTRICT
Report Year 2017

Assessment Summary

<u>Assessment Name</u>	<u>Publisher</u>	<u>Measures</u>	<u>Tiers</u>	<u>Purposes</u>	<u>Grades</u>
BAS, System 1 (Grades K-2)	Fountas_Heinemann	Multiple Measures	Tier 3	Diagnosis, Progress Monitoring	KG, 1, 2, 3
Book Level Running Record	Locally_Developed	Oral Reading Fluency	Tier 1	Progress Monitoring, Screening	KG, 1
End of Unit Comprehension Tests	Other	Comprehension	Tier 1	Diagnosis, Progress Monitoring, Screening	KG, 1, 2, 3
End of Unit Vocabulary Tests	Other	Vocabulary	Tier 1	Diagnosis, Progress Monitoring, Screening	1, 2, 3
Fluency with Grade level Unit Tests	Other	Oral Reading Fluency	Tier 1	Diagnosis, Progress Monitoring, Screening	KG, 3
Minnesota Comprehensive Assessment	Other	Comprehension	Tier 1	Progress Monitoring, Screening	3
Phonemic Awareness	Locally_Developed	Phonemic Awareness	Tier 1	Diagnosis, Progress Monitoring, Screening	KG
Phonics	Locally_Developed	Phonics / Decoding	Tier 1	Diagnosis, Progress Monitoring, Screening	KG, 1, 2
Phonics and Word Recognition	STAR_Renaissance	Multiple Measures	Tier 1, Tier 2	Diagnosis, Screening	KG
Phonological Awareness	STAR_Renaissance	Phonemic Awareness	Tier 1, Tier 2	Diagnosis, Progress Monitoring, Screening	KG
Print Concepts	STAR_Renaissance	Concepts of Print	Tier 1, Tier 2	Diagnosis, Progress Monitoring, Screening	KG
STAR Reading	STAR_Renaissance	Comprehension	Tier 1	Diagnosis, Progress Monitoring, Screening	KG, 1, 2, 3
Scholastic Reading Inventory	Other	Multiple Measures	Tier 3	Diagnosis, Progress Monitoring	3
Survey with Goals (MAP)	NWEA	Multiple Measures	Tier 1, Tier 2	Diagnosis, Progress Monitoring	2
Text Reading (Running Records)	Marie_Clay	Multiple Measures	Tier 3	Diagnosis, Progress Monitoring	1

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Assessment Norms Report

This report contains the grade-level expectations for each assessment used within the district as reported for this reporting year.

District Name BAGLEY PUBLIC SCHOOL DISTRICT
Report Year 2017

Assessment Norms

Assessment Name	Time of Year	Measures	Grade	Cut Score
BAS, System 1 (Grades K-2)	SPRING	Multiple Measures (if two or more of the measures)	KG	4 Reading Level
BAS, System 1 (Grades K-2)	SPRING	Multiple Measures (if two or more of the measures)	Grade 1	16 Reading Level
BAS, System 1 (Grades K-2)	SPRING	Multiple Measures (if two or more of the measures)	Grade 2	24 Reading Level
BAS, System 1 (Grades K-2)	SPRING	Multiple Measures (if two or more of the measures)	Grade 3	38 Reading Level
Source of Norms: Fountas and Pinnell Benchmarking System Study				
Book Level Running Record	SPRING	Oral Reading Fluency	KG	4 Words Correct
Book Level Running Record	SPRING	Oral Reading Fluency	Grade 1	16 Words Correct
Source of Norms: Book Leveling.				
End of Unit Comprehension Tests	SPRING	Comprehension	KG	80 Percent Correct
End of Unit Comprehension Tests	SPRING	Comprehension	Grade 1	80 Percent Correct
End of Unit Comprehension Tests	SPRING	Comprehension	Grade 2	80 Percent Correct
End of Unit Comprehension Tests	SPRING	Comprehension	Grade 3	80 Percent Correct
Source of Norms: Kindergarten, 2015 Star Early Literacy Norming Study. Grades 1-3 2015 Star Literacy Norming Study.				
End of Unit Vocabulary Tests	SPRING	Vocabulary	Grade 1	80 Percent Correct
End of Unit Vocabulary Tests	SPRING	Vocabulary	Grade 2	80 Percent Correct
End of Unit Vocabulary Tests	SPRING	Vocabulary	Grade 3	80 Percent Correct
Source of Norms: District Established Criterion Referenced				
Fluency with Grade level Unit Tests	WINTER	Oral Reading Fluency	KG	90 Percent Correct
Fluency with Grade level Unit Tests	WINTER	Oral Reading Fluency	Grade 3	90 Percent Correct
Source of Norms: District Criterion Referenced				
Minnesota Comprehensive Assessment	SPRING	Comprehension	Grade 3	350 Percent Correct
Source of Norms: 350 Correct				
Phonemic Awareness	SPRING	Phonemic Awareness	KG	80 Percent Correct
Source of Norms: District Established Criterion Reference				

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Assessment Norms Report

This report contains the grade-level expectations for each assessment used within the district as reported for this reporting year.

District Name BAGLEY PUBLIC SCHOOL DISTRICT
Report Year 2017

Assessment Norms

Assessment Name	Time of Year	Measures	Grade	Cut Score
Phonics	SPRING	Phonics / Decoding (real or nonsense/pseudo- words)	KG	80 Percent Correct
Phonics	SPRING	Phonics / Decoding (real or nonsense/pseudo- words)	Grade 1	80 Percent Correct
Phonics	SPRING	Phonics / Decoding (real or nonsense/pseudo- words)	Grade 2	80 Percent Correct
Source of Norms: District Criterion Referenced.				
Phonics and Word Recognition	SPRING	Multiple Measures (if two or more of the measures)	KG	40 Answers Correct
Source of Norms: 2015 Star Early Literacy Norming Study				
Phonological Awareness	SPRING	Phonemic Awareness	KG	40 Answers Correct
Source of Norms: 2015 Star Early Literacy Norming Study				
Print Concepts	SPRING	Concepts of Print	KG	40 Answers Correct
Source of Norms: 2015 Star Early Literacy Norming Study				
STAR Reading	SPRING	Comprehension	KG	40 Percent Correct
STAR Reading	SPRING	Comprehension	Grade 1	55 Percent Correct
STAR Reading	SPRING	Comprehension	Grade 2	55 Percent Correct
STAR Reading	SPRING	Comprehension	Grade 3	55 Percent Correct
Source of Norms: 2015 Star Literacy Norming Study 2015 Star Early Literacy Norming Study				
Scholastic Reading Inventoryl	SPRING	Multiple Measures (if two or more of the measures)	Grade 3	840 Reading Level
Source of Norms: Year-End Proficiency Lexile Score, Scholastic READ 180/System 44 Lexile				
Survey with Goals (MAP)	SPRING	Multiple Measures (if two or more of the measures)	Grade 2	186 Rit Score
Source of Norms: Reading 2-5 MN 2010 (CCSS) V2 Common Core English Language Arts K-12 2010				
Text Reading (Running Records)	SPRING	Multiple Measures (if two or more of the measures)	Grade 1	16 Reading Level
Source of Norms: US Norms and Correlations for An Observation Survey of Early Literacy Achievement				

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District Student Data Report

This report contains a summary of the student data for each assessment across all schools within the district as reported for this reporting year.

District Name BAGLEY PUBLIC SCHOOL DISTRICT
Report Year 2017

District Student Data by Assessment and Grade

Assessment Name	KG			Grade 1			Grade 2			Grade 3		
	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient
BAS, System 1 (Grades K-2)				10	13	76.9%	13	23	56.5%	0	4	.0%
Book Level Running Record	65	82	79.3%	57	67	85.1%						
End of Unit Comprehension Tests	41	79	51.9%	46	66	69.7%	88	89	98.9%	70	74	94.6%
End of Unit Vocabulary Tests				51	66	77.3%	90	90	100.0%	68	75	90.7%
Fluency with Grade level Unit Tests				57	66	86.4%	87	90	96.7%	74	76	97.4%
Minnesota Comprehensive Assessment										26	75	34.7%
Phonemic Awareness	68	82	82.9%									
Phonics	77	82	93.9%	51	65	78.5%	86	87	98.9%			
Phonics and Word Recognition	38	72	52.8%									
Phonological Awareness	48	72	66.7%									
Print Concepts	64	72	88.9%									
STAR Reading	53	72	73.6%	46	71	64.8%	46	88	52.3%	28	82	34.1%
Survey with Goals (MAP)							54	85	63.5%			
Text Reading (Running Records)				13	16	81.3%						

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School Submission Summary Report

This report contains a summary of which schools have reported data for each assessment for this reporting year.

District Name **BAGLEY PUBLIC SCHOOL DISTRICT**
Report Year **2017**

School Assessments Summary

<u>Assessment Name</u>	<u>School Name</u>
BAS, System 1 (Grades K-2)	BAGLEY ELEMENTARY
Book Level Running Record	BAGLEY ELEMENTARY
End of Unit Comprehension Tests	BAGLEY ELEMENTARY
End of Unit Vocabulary Tests	BAGLEY ELEMENTARY
Fluency with Grade level Unit Tests	BAGLEY ELEMENTARY
Minnesota Comprehensive Assessment	BAGLEY ELEMENTARY
Phonemic Awareness	BAGLEY ELEMENTARY
Phonics	BAGLEY ELEMENTARY
Phonics and Word Recognition	BAGLEY ELEMENTARY
Phonological Awareness	BAGLEY ELEMENTARY
Print Concepts	BAGLEY ELEMENTARY
STAR Reading	BAGLEY ELEMENTARY
Survey with Goals (MAP)	BAGLEY ELEMENTARY
Text Reading (Running Records)	BAGLEY ELEMENTARY

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School Student Data Report

This report contains a summary of the student data for each assessment in this school as reported for this reporting year.

School Name **BAGLEY ELEMENTARY**
 District Name **BAGLEY PUBLIC SCHOOL DISTRICT**
 Report Year **2017**

School Student Data by Assessment and Grade

Component Measurement Assessment Name	KG			Grade 1			Grade 2			Grade 3		
	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient	Students Proficient	Students Tested	Percent Proficient
Comprehension												
End of Unit Comprehension Tests	41	79	51.9%	46	66	69.7%	88	89	98.9%	70	74	94.6%
Minnesota Comprehensive Assessment										26	75	34.7%
STAR Reading	53	72	73.6%	46	71	64.8%	46	88	52.3%	28	82	34.1%
Concepts of Print												
Print Concepts	64	72	88.9%									
Multiple Measures												
BAS, System 1 (Grades K-2)				10	13	76.9%	13	23	56.5%	0	4	.0%
Phonics and Word Recognition	38	72	52.8%									
Survey with Goals (MAP)							54	85	63.5%			
Text Reading (Running Records)				13	16	81.3%						
Oral Reading Fluency												
Book Level Running Record	65	82	79.3%	57	67	85.1%						
Fluency with Grade level Unit Tests				57	66	86.4%	87	90	96.7%	74	76	97.4%
Phonemic Awareness												
Phonemic Awareness	68	82	82.9%									
Phonological Awareness	48	72	66.7%									
Phonics / Decoding												
Phonics	77	82	93.9%	51	65	78.5%	86	87	98.9%			
Vocabulary												
End of Unit Vocabulary Tests				51	66	77.3%	90	90	100.0%	68	75	90.7%

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Bagley High School



Device Handbook

~~June 27, 2016~~ July 5, 2017

Mission Statement

We pledge to develop within students the appropriate skills, knowledge, and understanding that will enable them to be successful in the next phases of their lives.

Overview

~~The Bagley Public School District is committed to preparing our students to succeed in our rapidly changing world.~~ The Bagley Public School District has committed to utilizing technology as a tool to enhance student learning opportunities. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they live. To accomplish this vision, the District is making Chromebooks available to all student in grades 7-12 as described below. The following requirements and guidelines apply to the Chromebook Implementation initiative. Students in grades ~~9~~ 7-12 will have the option of taking Chromebooks home when procedures have been followed. ~~There will be two sets of procedures: one for students with devices that remain in the building and one for students who opt to take the device home.~~

Device Remains in Building

~~Students Responsibilities:~~

~~Students are expected to use the Chromebooks appropriately for educational purposes.~~

~~Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.~~

~~Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions.~~

~~The Chromebooks will be managed by the District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.~~

~~7th and 8th grade Chromebooks will remain in carts in the 7th and 8th grade pod areas but may be checked out on a daily basis with teacher permission.~~

~~Teacher Responsibilities:~~

~~Teachers are expected to set up classroom routines to insure the proper care of the Chromebooks.~~

~~Teachers will always model digital citizenship when teaching with District technology.~~

~~Teachers will enforce student routines to charge and secure Chromebooks in charging carts daily. Teachers will lock Chromebook carts securely at the end of each day.~~

~~Teachers will make the technology staff aware of any issues of malfunctioning or broken devices in a timely manner.~~

~~Teachers will be trained on best practice for teaching with Chromebooks.~~

~~Technology Staff Responsibilities:~~

~~Tech staff at BHS will manage the Chromebooks through our Google School Management System.~~

~~Tech staff will work diligently to ensure timely repair of any devices as needed.~~

~~Tech staff will work closely with staff to provide needed training on best practice for teaching with Chromebooks.~~

Device goes Home

~~Student Responsibilities:~~

~~Students are expected to use the Chromebooks appropriately for educational purposes.~~

~~Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.~~

~~Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions. The use of music on the Chromebook during classroom time will be at the discretion of the classroom teacher.~~

~~The Chromebooks will be managed by District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.~~

~~Students are expected to have their Chromebook in school each day with a fully charged battery. A limited number of loaners may be available on a first come, first serve basis. Forgetting a Chromebook or having a dead~~

~~battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available for students who may need a recharge during the school day or for students who opt not to take their Chromebook home. Repeated failure to bring the Chromebook to school or failing to charge the battery may result in the loss of home privileges for the student.~~

~~Students will not be allowed to personalize the Chromebook by adding stickers to the device with the exception of a sticker or label for identification. Cases will not be provided by the district as the selected Chromebook is designed with durability. Students may choose to buy and use their own case if they would like.~~

~~Students will make technology staff aware of any issues of malfunctioning or broken devices in a timely manner.~~

~~Parent Responsibilities:~~

~~Parents are required to attend a Parent Chromebook Orientation session if their student is opting to bring their device home.~~

~~The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the Chromebooks at home.~~

~~Parents are responsible for filling out and signing the Student-Parent Agreement form found at the end of this handbook.~~

~~If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.~~

~~Parents are encouraged to become familiar with the Chromebook and to ensure the use of the technology to track their child's progress. The Chromebooks allow parents and students to view teachers' assignments calendars, track homework, and monitor progress toward coursework completion.~~

Related Technology Policies

Access to technology in the Bagley School District has been established for educational purposes. The use of the District's electronic technologies is a valued resource for our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying and District Acceptable Use Policy or the guidelines stated in this document for care and use of the

Chromebook may result in the loss of privilege to take the Chromebook home or use of the device in general.

The Chromebook is the property of Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a device.

Terms of the Chromebook Loan

Chromebooks will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology ~~Insurance Cost~~ fee has been received or a scholarship agreement has been met. ~~Insurance costs~~ The Technology fee is non-refundable and will be used for ensuring proper function of programs and operating systems throughout the year as well as general wear and tear. Student Technology Fee: \$20.00 per Student (\$10.00 per Free/Reduced Student) Family Max: \$60 per family (\$30.00 per Free/Reduced Family)
*Scholarship Forms are available.

Legal ownership of the Chromebooks remains with the District. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy and all other District policies.

Student Chromebooks and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are expelled will return the Chromebook and accessories at the time of withdrawal. Students returning to school the following year will be issued the same Chromebook that was previously assigned to them.

The District reserves the right to repossess the Chromebook and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

Failure to return the property in a timely fashion may result in payment of the device and/or the involvement of law enforcement.

The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Bagley Public School's equipment or technology systems.

Each Chromebook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the Chromebook in any fashion.

The use of the Chromebooks during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

Fully charged iPad/Chromebook batteries will typically accommodate 10-12 hours of operation. Battery failure will be replaced by the District at no charge to the student and family. Students are expected to have their assigned device charged and ready for use each day.

General Care Instructions:

- Chromebooks should be cleaned with a soft, clean cloth. Chemical cleaners or liquids including water should not be used on the Chromebooks.
- Charging cables/cords should be inserted carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting to the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.
- Students should never put weight on Chromebooks, stack items on top of them or wedge them tightly into a backpack or case. The Chromebooks should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- Liquids, food and other debris can damage Chromebooks. Chromebooks should be away from food and liquids when students are eating.
- Chromebooks should not be exposed to temperature extremes. Students should not leave the Chromebook in any location where the temperatures falls below freezing or exceeds 95 degrees Fahrenheit. If the Chromebook is cold, it should be allowed to warm up to room temperature before use. A Chromebook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- Chromebooks should not be stored on the floor. Always place the chromebook in a safe location where it can't be stepped on.

Protection Plan:

~~An annual "Insurance Cost" of \$40 (\$120 per household maximum) will be assessed to all students in grades 9-12 who opt to take the Chromebook home. For those families qualifying for "Free and Reduced Lunch" the Insurance Cost will be \$20 (\$60 per household maximum). Financial scholarships may be requested from the building principal. All requests will be held in the strictest confidence.~~

~~The proceeds of the Insurance Cost shall be used to offset expenditures associated with maintaining accidental damage coverage on student devices that go home.~~

Security and Theft Protection:

The Chromebook may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student, friend, or family member.

The student is responsible for the security of the Chromebook at all times. The Chromebook should never be left unsecured. When not with the student, the Chromebook should be secured or stored in a secure locked location. During after-school activities and/or away events, students are still responsible for securing the Chromebook.

Damage, Theft, Repair:

~~Damage or hardware issues must be reported immediately to the appropriate technology staff. For cases of hardware failure or accidental damage, a loaner may be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the Chromebook. Failure to pay for willful, negligent or intentional damage may result in legal consequences.~~

~~Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.~~

~~Lost or Missing—\$250.00~~

~~Damaged or Broken (1st Time within school year)—Covered by Insurance. Must re-pay the insurance cost in order to take the replacement device home.~~

~~Damaged or Broken (2nd Time within same school year)—Covered by Insurance.~~

~~Must re-pay the insurance cost in order to take the replacement device home.~~

~~Damaged or Broken (3rd Time within same school year)—Device stays in school.~~

~~Replacement Charging Cord—\$20.00~~

If the device is lost or stolen, it must be reported as soon as possible, at the HS to the Media Center. It is the responsibility of the student and family to recover or replace the lost or stolen iPad/Chromebook. If necessary, the District will involve the police to assist in the recovery.

If the device is damaged through normal student usage, it must be reported to the Media Center as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible and a loaner will be provided until the tablet is fixed.

If the iPad/Chromebook is damaged by an act of “*purposely destroying school property*”, it must be reported to the Media Center as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible but no loaner will be provided to the student. Student discipline will be given to the student following existing District School policies. All costs associated with repairing the damaged iPad/Chromebook will be the responsibility of the student and family.

Screen Repair Cost: \$45

?? Cost:

?? Cost:

~~BAGLEY DISTRICT ACCEPTABLE USE POLICY~~

~~524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy~~

~~Board Adopted: September 2, 2008~~

~~Board Revised: July 18, 2016~~

~~I. PURPOSE~~

~~The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District’s Internet Policy.~~

II. GENERAL STATEMENT OF POLICY

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

III. EDUCATIONAL PURPOSE

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies, including personal devices using the districts connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

IV. DEFINITIONS

The term "users" refers to any person using the District's electronic technologies. The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

V. UNACCEPTABLE USES

~~Users are responsible for anything set on the network with their name or other individual identified, e.g, IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's electronic technologies. Specifically, the following uses of the District's electronic technologies are considered unacceptable:~~

~~Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:~~

~~Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;~~

~~Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;~~

~~Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;~~

~~Information or materials that could cause damage or danger of disruption to the educational process;~~

~~Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.~~

~~Orders made by shopping online during time designated as off limits by the District.~~

~~Personal photos, files or music not related to educational purposes for any extended length of time.~~

~~Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.~~

~~B. Users will not use the District's electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.~~

~~C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.~~

~~E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.~~

~~Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.~~

~~Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.~~

~~Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.~~

~~Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.~~

~~F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.~~

~~G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.~~

~~H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.~~

~~I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities. Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.~~

~~J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:~~

~~Users will not use another person's property without the person's prior approval or proper citation;~~

~~Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;~~

~~Users will not plagiarize works they find on the Internet or other information resources.~~

~~K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.~~

~~L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.~~

VI. FILTER

- ~~A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.~~
- ~~B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:~~

~~Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or~~

~~Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~

~~Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~

- ~~C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.~~
- ~~D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.~~
- ~~E. The District is obligated to monitor and/or review filtering activities.~~

VII. INTERNET SAFETY POLICY EDUCATION

~~During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:~~

~~The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.~~

~~Cyberbullying awareness and response~~

~~Unauthorized disclosure, use and dissemination of personal information regarding minors.~~

~~Unauthorized access, including "hacking" and other unlawful activities by minors online.~~

~~Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.~~

VIII. LIMITED EXPECTATION OF PRIVACY

~~By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District's electronic technologies.~~

- ~~A. Routine maintenance and monitoring of the District's electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.~~
- ~~B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.~~
- ~~C. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.~~
- ~~D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.~~
- ~~E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies~~

~~VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT~~

- ~~A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.~~
- ~~B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.~~
- ~~C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.~~
- ~~D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.~~

~~IX. LIMITATION ON SCHOOL DISTRICT LIABILITY~~

~~Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's~~

~~electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.~~

~~X. CONSISTENCY WITH OTHER SCHOOL POLICIES~~

~~Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.~~

~~XI. USER NOTIFICATION~~

~~A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.~~

~~B. This notification shall include the following:~~

~~Notification of Unacceptable Use of District Electronic Technologies.~~

~~Internet Safety Protection~~

~~Notification that Internet use is subject to compliance with District policies.~~

~~Disclaimers limiting the District's liability relative to:~~

~~Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device;~~

~~Information retrieved through the District's computers, networks or online resources;~~

~~Personal property used to access the District's computers, networks or online resources;~~

~~Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.~~

~~A description of the privacy rights and limitations of school sponsored/managed Internet accounts.~~

~~Notification of password ownership and password protection procedures.~~

~~Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.~~

~~Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.~~

~~Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.~~

~~Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.~~

~~Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.~~

~~XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE~~

~~Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).~~

~~Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:~~

~~A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;~~

~~A description of parent/guardian responsibilities;~~

~~A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;~~

~~A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and~~

~~A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.~~

~~XIII. IMPLEMENTATION AND POLICY REVIEW~~

~~A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.~~

~~B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.~~

~~C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.~~

ACCEPTABLE USE ACKNOWLEDGMENT FORM

524F Bagley School District K-12 Acceptable Use Policy Acknowledgment Form₁

Board Adopted: September 2, 2008

Board Revised: March 16, 2015

Bagley Public School information technology resources, including email, network and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

Respect and protect the privacy of others.

Use only assigned accounts.

Do not view, use, or copy passwords, data, or networks to which they are not authorized.

Do not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources.

Observe all network security practices, as posted.

Report security risks or violations to a teacher or network administrator.

Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.

Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others.

Do not infringe copyrights (no making illegal copies of music, games, or Movies!).

Do not plagiarize.

Respect and practice the principles of community.

Communicate only in ways that are kind and respectful.

Report threatening or discomfoting materials to a teacher.

Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

Do not respond to any unsolicited

Do not use the resources to further other acts that are criminal or violate the school's code of conduct.

Do not send spam, chain letters, or other mass unsolicited mailings.

Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

¹ Complete Acceptable Use Policy is available via the district website (www.bagley.k12.mn.us) or by request from the District Office.

Students in grades 4-12 may, if in accord with the policy above

Design and post web pages and other material from school resources.
Use direct communications such as instant messaging if approved by a teacher for class purposes.
Use the resources for any educational purpose.

Students in grades k-3 may

Access previewed websites through the use of links on the District Website.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Please sign and return to your child's teacher.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student _____ Date _____

Parent/Guardian _____ Date _____

Disclaimer: While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Bagley School District makes the it's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Name: _____

Grade Level: _____

Insurance Cost: _____

Cash-Check # _____

~~1:1 Learning Initiative: Student and Parent Agreement~~

~~Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.~~

~~Failure to comply with the District's Bullying Policy and Acceptable Use and Safety Policy or the guidelines stated in the Student Device Handbook for use may result in the loss of privilege. The device is the property of the Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for the cost associated with intentional damage of their device or damage resulting from improper care.~~

~~_____ Please sign and return to High School Office _____~~

~~Student Agreement~~

~~I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.~~

~~(Print) Student Name: _____ Date: _____~~

~~Student Signature: _____ Grade _____~~

~~Parent Agreement~~

~~I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a managed email through the Bagley Schools which includes Google Classroom, and if applicable to create user accounts in in Khan Academy, Nearpod, and/or applications of the like managed by the classroom teacher and/or the Bagley Technology Department.~~

~~(Print) Parent Name: _____ Date: _____~~

~~_____ Parent Signature: _____~~

Name: _____

Grade Level: _____

Cash - Check # _____

Bagley Public School District 162
1:1 Learning Initiative: Student and Parent Agreement

Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Policy and Acceptable Use Policy or the guidelines stated in the Student Device Handbook for care and use of the device may result in the loss of privilege to take the Chromebook home or use the device in general. The device is the property of Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for costs associated with lost, stolen, intentional damage or recurring damage.

Bagley Schools 1:1 Learning Initiative requires a **\$20 annual fee** for students in grades 7-12. For students moving into the district, this fee would be prorated by the quarter.

Student Agreement

I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.

(Print) Student Name: _____ Date: _____

Student Signature: _____ Grade _____

Parent/Guardian Agreement

I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a managed email through Bagley Schools, as well as create/use other educational accounts.

(Print)Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Technology Department

~~Casey Norden~~ Brenda Dukek-District Technology Coordinator

Phone: 694-6528 ext 3253

E-mail: bdukek@bagley.k12.mn.us

Mark Aamodt-High School Technology Support

Phone: 694-6528 ext 5300

E-mail: maamodt@bagley.k12.mn.us

~~Brenda Dukek~~ Troy Reynolds-District Technology Integrationist

Phone: 694-6528 ext 3250

E-mail: treynolds@bagley.k12.mn.us

Technology Department E-Mail: itdept@bagley.k12.mn.us

This handbook is also attached to the district website.

534 UNPAID MEAL CHARGES

School Board Adopted:

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than 5 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Money can be deposited into your child's meal account by sending cash or check to the school office, by using credit/debit cards on line at our school district website or by mailing the payment to the Bagley Public School District Office, 202 Bagley Avenue NW, Bagley, MN 56621
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge ala carte items.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches a balance below zero. Families will be notified by automated calling system on Wednesday evening at 6:00 p.m. with a friendly reminder for payment on account and a paper billing is sent to all students who carry a deficit on their meal account, requesting payment.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charge classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Seniors are provided with documentation of any outstanding debts, including meal account deficits, two weeks prior to graduation. Any debts must be paid for the senior to attend the graduation ceremony. A diploma will be issued by the principal at a later time.
- D. Negative balances of more than \$50.00, not paid prior to *end of the school year*, will be turned over to the superintendent's office for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- E. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

**BID SHEET
MILK BID
2017-2018 SY**

Approximately 100,000 ½ pints of 1% milk, more or less, 100,000 ½ pints of skim milk, more or less, 100,000 ½ pints of skim chocolate milk, more or less, and 5,000 Ice Cream Sandwiches, more or less, to be delivered as requested by school district. Coolers acceptable to the school district must be provided by the vendor.

	Escalator Price	Firm Price
Price per ½ pint of 1% milk	<u>\$0.167</u>	<u>\$0.192</u>
Price per ½ pint of skim milk	<u>\$0.156</u>	<u>\$0.176</u>
Price per ½ pint of fat-free choc. milk	<u>\$0.173</u>	<u>\$0.193</u>
Price per ½ pint of Silk Soy Milk	<u>\$0.57</u>	<u>\$0.59</u>
Price per Ice Cream Sandwich		<u>\$4.90 per 24 pk</u>
4 oz. Juice Cups – Orange		<u>N/A</u>
– Apple		<u>N/A</u>
– Grape		<u>N/A</u>
6 oz. LOL Orange Juice Paper		<u>\$0.26</u>
1% Chocolate milk 1/2 pint	<u>\$0.190</u>	<u>\$0.21</u>

Explain Escalator Price: see attached Fluid Milk Escalator Clause

Dean Foods/Land O Lakes Milk 218-233-8609
Name of Company & Phone Number

Chad Jegtvig Area Sales Rep.
Contact Name

Chad Jegtvig /ijs
Authorized Signature

July 3, 2017
Date

Land O Lakes Milk, a division of Dean Foods
 2103 5th Avenue North
 Moorhead, MN 56560
 Phone: 218-233-8609 Fax: 218-233-0240



**FLUID MILK ESCALATOR CLAUSE
 2017-2018 School Year**

The attached bid is based on the cost of skim milk and butterfat to include premiums in Federal Order Market #30 for the month of July-17 .

Future price adjustments will be predicted on the following escalator taking into consideration monthly changes in the cost of skim milk, butterfat and over order premiums.

SKIM MILK July-17 Price: \$12.40 per 100 weight

For each \$0.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon	-	\$0.043 per 5 Gallon
1 Gallon	-	\$0.0086 per Gallon
8 Ounce	-	\$0.00054 per 8 Ounce

BUTTERFAT: July-17 Price: \$2.7720 per 100 weight

For each \$0.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
1 Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Ounce	.0017/8 Oz.	.0011/8 OZ	.0005/8 OZ	.0001/8 OZ

Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat.

This escalator applies to all milk items.



Food Services of America would like to submit the following bid for the 2017-2018 School Year.

All homogenized milk will contain no less than 3.25% butterfat. The attached milk prices in this bid proposal are based upon July 2017 Food Services of America's actual cost which is derived from the July 2017 raw milk prices based on an escalator clause in the 3.5% butterfat number and 1.65 zone. Food Services of America is providing a Fixed Fee Mark-up in this proposal. Prices will fluctuate per the raw milk market.

Example:

April 2011 1% ½ Pints – FSA Actual Cost \$9.00 + Fixed Fee Mark-up \$1.30 = Sell Price \$10.30

May 2011 1% ½ Pints – FSA Actual Cost \$8.50 + Fixed Fee Mark-up \$1.30 = Sell Price \$9.80

Please note that the enclosed pricing is based upon the school district purchasing a minimum of 75% of its grocery purchases from Food Services of America.

Schools will be responsible for ordering, stocking, and rotating milk. Please note all orders placed must have a 15 case minimum per drop site. Delivery is available twice per week, days to be determined.

Milk coolers are provided through Cass Clay Creamery contingent upon awarded bid. 12 and 16 crate standard coolers are available.

After you have awarded the bid we would like a copy of the results broken down by distributors for our records. If there are any questions, please contact me via phone or email.

Thank You

Anna Shields

Education & Milk Bid Specialist
Food Services of America
4101 15th Avenue Northwest
Fargo, North Dakota 58102

Phone: (701) 281-4438 / Fax: (701) 282-3546

Email: anna_renner@fsafood.com



**Milk and Related Products Bid
Based on July 2017 Actual Costs
Bagley Schools
2017-2018 School Year**

FSA ITEM NUMBER	MANUF ITEM NUMBER	ITEM DESCRIPTION	BRAND NAME	Pack	Size	MARKUP PER CASE	SELL PRICE PER CASE	SELL PRICE PER UNIT
428841	26657	MILK 1%	CASS CLAY	50	.5pt	\$1.30	\$9.02	0.18
378682	26660	MILK SKIM FF	CASS CLAY	50	.5pt	\$1.30	\$8.58	0.17
623350	26666	MILK CHOC SKIM FF	CASS CLAY	50	.5pt	\$1.30	\$9.81	0.20
194316	27031	MILK LACTAID LACTOSE FREE FF	LACTAID	20	8z	\$1.50	\$14.50	0.73
507693	101966	MILK SOY VERY VANILLA ASEPT SILK NGMO	SILK	18	8z	\$1.50	\$17.31	0.96
507680	101965	MILK SOY CHOC ASEPT SILK	SILK	18	8z	\$1.50	\$17.31	0.96
69841	0007064030	ICE CREAM BAR ORNG DREAM LF	BLUE BUNNY	48	3z	\$1.50	\$14.94	0.31
471089	1098928	ICE CREAM BAR VAN HOMEMADE NTF	BLUE BUNNY	2	2DZ	\$1.50	\$18.30	9.15
141107	610009	JUICE APL 100% FRZ 4Z	CITRUS SUN	96	4z	\$1.60	\$16.95	0.18

141484	610018	JUICE GRP 100% FRZ 4Z	CITRUS SUN	96	4z	\$1.60	\$17.93	0.19
141510	610001	JUICE ORNG 100% FRZ 4Z	CITRUS SUN	96	4z	\$1.60	\$19.08	0.20

**BID SHEET
MILK BID
2017-2018 SY**

Approximately 100,000 ½ pints of 1% milk, more or less, 100,000 ½ pints of skim milk, more or less, 100,000 ½ pints of skim chocolate milk, more or less, and 5,000 Ice Cream Sandwiches, more or less, to be delivered as requested by school district. Coolers acceptable to the school district must be provided by the vendor.

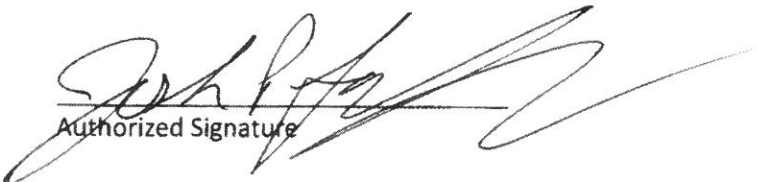
	Escalator Price	Firm Price
Price per ½ pint of 1% milk	<u>15.94</u>	<u>13.94</u>
Price per ½ pint of skim milk	<u>15.56</u>	<u>13.56</u>
Price per ½ pint of fat-free choc. milk	<u>16.34</u>	<u>14.34</u>
Price per ½ pint of Silk Soy Milk	<u>10.99</u>	<u>8.99</u>
Price per Ice Cream Sandwich		<u>.65</u>
4 oz. Juice Cups – Orange		<u>.19</u>
– Apple		<u>.15</u>
– Grape		<u>.17</u>

Explain Escalator Price:

If our price goes up more than 15% we will invoke the escalator

Sysco North Dakota 701-280-6306
Name of Company & Phone Number

Josh Pfaff
Contact Name


Authorized Signature

7/7/17
Date

**BID SHEET
BREAD BID
2017-2018 SY**

BREAD BID

	Package Size	Price Per Package
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All items must meet the National School Lunch/Breakfast Programs Whole Grain-Rich Criteria.

Whole Grain-Rich Bread – price per sliced 1 ½ lb. loaf	<u>24 oz</u>	<u>\$1.27</u>
Whole Grain-Rich Hamburger Buns - 3 ½" – sliced	<u>60 ct</u>	<u>\$6.30</u>
Whole Grain-Rich Hamburger Buns – 4" – sliced	<u>30 ct</u>	<u>\$3.20</u>
Whole Grain-Rich Hotdog Buns – sliced	<u>30 ct</u>	<u>\$3.30</u>
Whole Grain-Rich Hoagie Bun – sliced	<u>24 ct</u>	<u>\$3.40</u>
Whole Grain-Rich Split Top Steak Bun (Sub) – sliced	<u>24 ct</u>	<u>\$3.40</u>
Whole Grain-Rich Dinner Roll – sliced	<u>12 ct</u>	<u>\$1.30</u>

Please attach nutritional information for all items listed above.

Pan-O-Gold Baking Co.
 Mark Ubl/VP of Sales 800-444-7005
 444 East St. Germain St.
 St. Cloud, MN 56304

Name of Firm, address and phone number

Mark Ubl

Authorized Signature

7-5-17

Date

**BID SHEET
BREAD BID
2017-2018 SY**

BREAD BID

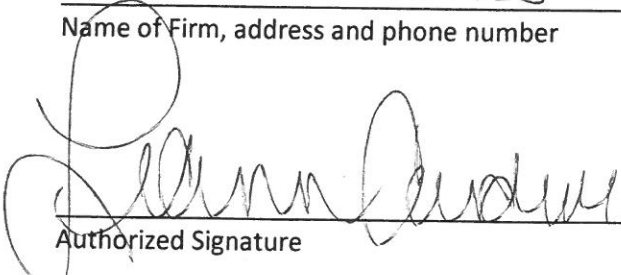
Package Size	Price Per Package
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All items must meet the National School Lunch/Breakfast Programs Whole Grain-Rich Criteria.

Whole Grain-Rich Bread – price per sliced 1 ½ lb. loaf	<u>2402</u>	<u>1.30</u>	# 5476
Whole Grain-Rich Hamburger Buns - 3 ½" – sliced	<u>16ct</u>	<u>1.65</u>	# 6693
Whole Grain-Rich Hamburger Buns – 4" – sliced	<u>30ct</u>	<u>3.30</u>	# 5600
Whole Grain-Rich Hotdog Buns – sliced	<u>16ct</u>	<u>1.65</u>	# 4266
Whole Grain-Rich Hoagie Bun – sliced	<u>24ct</u>	<u>3.50</u>	# 6055
Whole Grain-Rich Split Top Steak Bun (Sub) – sliced	<u>24ct</u>	<u>3.50</u>	# 6055
Whole Grain-Rich Dinner Roll – sliced	<u>12ct</u>	<u>1.30</u>	# 6619

Please attach nutritional information for all items listed above.

Bimbo Bakeries USA - 720 N. Prior Ave, St. Paul, Mn
 Name of Firm, address and phone number 651-644-6600 ext. 10 55104


 Authorized Signature

6/30/17
 Date

**BID SHEET
BREAD BID
2017-2018 SY**

BREAD BID

Package	Price Per
Size	Package

All items must meet the National School Lunch/Breakfast Programs Whole Grain-Rich Criteria.

Whole Grain-Rich Bread – price per sliced 1 ½ lb. loaf	<u>1 ½ loaf</u>	<u>2.28</u>
Whole Grain-Rich Hamburger Buns - 3 ½" – sliced	<u>30 count</u>	<u>4.75</u>
Whole Grain-Rich Hamburger Buns – 4" – sliced	<u>30 count</u>	<u>5.75</u>
Whole Grain-Rich Hotdog Buns – sliced	<u>30 count</u>	<u>4.60</u>
Whole Grain-Rich Hoagie Bun – sliced	<u>24 count</u>	<u>6.50</u>
Whole Grain-Rich Split Top Steak Bun (Sub) – sliced	<u>24 count</u>	<u>4.75</u>
Whole Grain-Rich Dinner Roll – sliced	<u>12 count</u>	<u>2.99</u>

Please attach nutritional information for all items listed above. – Temporarily unavailable due to software issue at manufacturer

Sysco ND 3225 12th Ave N. 701-280-6306
Name of Firm, address and phone number


Authorized Signature

7/11/17
Date

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2017-2018 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 143, County of Clearwater State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Bagley High School

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: 202 Bagley Ave NW, Bagley MN 56621

School Superintendent's Phone: 218-694-6184 School Superintendent's Email: scarrns@bagley.k12.mn.us

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2017
Retain one copy for the school files.

(over)

**2017-2018 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2017-2018 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Bagley Public Schools

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Amy Fontaine

Designated School Board Member
(Please Print)

Steve Cairns

Designated School Representative
(Please Print)

afontaine@bagley.k12.mn.us

Email Address

scairns@bagley.k12.mn.us

Email Address

208.02 ACTIVITY REPRESENTATIVES

Doreen Zierer

Boys' Sports
(Please Print)

Doreen Zierer

Girls' Sports
(Please Print)

Joshua Gunderson

Music
(Please Print)

Speech
(Please Print)

Doreen Zierer

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Jamie Grover

Board Member (Please Print)

Renee Benson

McKinzie Halverson

Student (Please Print)

Susie Bravold

Parent (Please Print)

Brandon Schwegel

Faculty Member (Please Print)

ATHLETIC/ACTIVITIES COMPETITION POSITION STATEMENT
Bagley Junior and Senior High School
Grades 7-12
“Pursuing Educational Excellence for All”

Welcome to Bagley Flyers Athletic Activities. Our Athletic program is a part of our total education program, providing experiences for physical, intellectual, social and moral development. Competition, teamwork, sportsmanship and winning are all balanced as a part of the program. Participants and coaches are encouraged to win and excel, but the principles of good sportsmanship, skills training and teamwork prevail at all times to enhance the educational values of the program.

Academic achievement and graduation should be the number one priority of all students. While athletics are an important and rewarding part of high school experiences, it is understood that family and academics come before athletics.

Athletic Philosophy:

Encourage all student athletes to develop leadership skills, practice sportsmanship and demonstrate personal and team excellence through athletic competition.

Bagley School District #162 is a member of the Minnesota State High School League and has resolved to adopt the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League’s Official Handbook or as appears on the League’s website, as the minimum standards governing participation in said League-sponsored activities.

Minnesota State High School League Beliefs:

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school’s opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student’s life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

Student Athlete Resolution

As a student athlete in the Bagley School District, I will:

- Treat all people with respect at all times and require the same from fellow student athletes;
- Be a student first and commit to getting the best education I can;
- Not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of sexual or racial nature, taunting, boastful celebrations or other actions that demean individuals or the sport;
- Treat contest officials with respect and accept their judgment;

- Remember participation in sports is a privilege, not a right, and that I am expected to represent my school, coach and teammates with honor, on and off the field/court;
- Play the game according to the rules;
- Live up to the standards of fair play; be open minded; always willing to listen and learn;
- Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others;
- Exhibit self-respect in manner and dress when representing our school;

Expectations for Participation

It is expected that all student-athletes, coaches and fans representing Bagley High School will show respect, demonstrate a good attitude and display appropriate behavior towards fellow student-athletes, coaches, referees and fans.

Bagley High School offers a variety of different levels of play, depending on the sport and participation. These levels include: Junior High, C Team, Junior Varsity and Varsity levels. Each specific sport's coaches will determine the level of play that best meets the needs of the various levels of play and the individual student-athletes. Factors that will be considered in determining a participant's level of play, include:

- -skill level and aptitude to develop necessary skills
- -ability to effectively play specific positions
- -understanding of specific sports skills/strategies
- -effort, attitude and being coachable in practice and competitions
- -practice attendance
- -teamwork and attitude
- -grade level will be considered but not as the determining factor
- -academic eligibility status
- -remaining in "good standing" per MSHSL and Bagley School District policies

Junior High Level – at this level the focus is geared toward every participant having the opportunity to play provided they meet the "Expectations for Participation". Effort will be made to provide substantially equal playing time for participants. The emphasis is primarily on teamwork, good sportsmanship, and life-time sports.

C Team/Junior Varsity – at this level, participants begin to play based on skill and ability in addition to the "Expectations for Participation". Playing time at this level will not necessarily be equal for all participants. Coaches will be the final decision regarding playing time.

Varsity – this level is the highest level of participation for athletes provided they meet the "Expectations for Participation". Although all athletes are highly valued by their teams, actual playing time will vary greatly throughout the course of a season. Coaches will be the final decision regarding playing time. It is expected that participants will communicate with their coaches first, if they have any concerns or questions. This must occur before a parent meeting would be scheduled with the Athletic Director or proceeding with a grievance through the chain-of-command.

STUDENT EXPECTATIONS AND RESPONSIBILITIES

Extracurricular athletic competition should promote high standards of ethics, sportsmanship, and the development of good character, as well as other important life skills. All student athletes will be expected to:

- Make satisfactory progress towards graduation;
- Abide by eligibility rules set forth by the Minnesota State High School League and Bagley High School;
- Attend school and all assigned class periods every day and on time;
- Be a positive role model in school and the community as well as on the floor, field, court and in the stands.

A. Academic Eligibility

The following is a summary of regulations affecting participation in extra-curricular activities. Additional information is contained in the Official Handbook of the Minnesota State High School League (MSHSL), a copy of which is available to view in the Athletic Director's office. These rules apply to all Bagley School activities whether sponsored by the MSHSL or not.

Grade 7 -12

1. Students must maintain passing grades to be eligible to participate in extra-curricular Contests/activities.
2. All students in grades 7-12 will be academically monitored every two weeks. Students with a failing grade will be ineligible for competition for the two week period.
3. Students who are academically ineligible may continue to participate in practices and/or rehearsals.
4. Academic Eligibility begins with a new start at the beginning of each school year. Eligibility does not carry over from one year to the next.

B. Participation Requirements

All student athletes must complete, have documented, and/or turn in the following to the Activities Office before the start date of the activity. Students will not be allowed to participate in practice or games without meeting these requirements:

1. Have a current Physical form on file – (current within 3 years)
2. Completed MSHSL Health Questionnaire (when a physical is not required)
3. Signed MSHSL Eligibility form
4. Attended Sport Orientation meeting with parent/guardian
5. Paid Activity Fee
6. Completed Emergency Card
7. Athletic Competition Position Statement/Insurance Form Signed

C. Attendance

Student athletes are expected to commit themselves to team membership, attendance at school, and practices/contests for the duration of the season. If this commitment is not fulfilled, the athlete's position on the team will be jeopardized.

1. Students shall follow the school attendance policy
 - a. If a student athlete receives detention or in-school suspension for any reason including excessive tardiness to class, they are ineligible to participate in same day practice or game.
 - a. If student athletes are suspended from school, they are not to participate in games/contests or practices while the suspension is in force.

- b. Students must be in school for ~~three (3)~~ four (4) consecutive class periods on the day of the competition/practice in order to compete in the game/contest, or participate in practice.
2. Student athletes are expected to attend all practices and games/contests unless excused by the coach.
 - a. It is the athlete's responsibility to notify the coach *in advance* of any situations absences from practice(s) and/or games/contests, other than absence from school. Failure to notify the coach in advance may result in disciplinary action depending on the nature and frequency. **
3. Student athletes absent from practices or games/contests due to mandatory participation in family activities will not be penalized. However, the position held by the student athlete may be filled by other players and can be reclaimed through individual effort and team play, at the coach's discretion.

Participating in extracurricular athletics is a privilege and is intended to be fun, while learning and/or improving on a skill. If attitude and/or behavior of the athlete is poor, the privilege to play can be taken away. It is the responsibility of the coaches to effectively communicate this to participants when addressing such behavior.

**Any consequence in addition to what is listed is left to the discretion of the coach subject to administrative review. However, any disciplinary action taken must be consistent with all players. Coaches' expectations and consequences must also be established and communicated to student athlete and parents at the start of the season.

D. Ineligible Student-Athletes Policies

Students who are ineligible to compete because of failure to meet Academic Good Standing Criteria, Chemical Eligibility, and/or Good Standing and General Eligibility Requirements are required to attend practice per MSHSL regulations.

1. Students who are serving a suspension from competition will not be permitted to:
 - a. Travel with the team to away competitions
 - b. Sit on the team bench for either home or away contests
 - c. Be dismissed from school early to travel with the team.
 - d. Receive any travel accommodations (hotel rooms, meals, admission) cost paid for by the school district
 - e. Be involved in team competition awards presentations during the suspension period

E. Category II Eligibility

Students who participate in MSHSL defined Category II activities will be ineligible for 1 event if they are found to be in violation of MSHSL policies.

F. District Investigations of Alleged Violations

District #162 is committed to adhering to the policies and procedures of the governing bodies of all of our activities. The District will investigate all credible information that is received.

PARENT EXPECTATIONS

Young people need to know that respect, fairness and responsibility are lifetime values, taught through athletics and activities, these are the principles of good sportsmanship:

- To prevent violent action towards officials, judges, coaches, opponents and spectators.
- To decrease the emphasis on just winning and losing.
- To promote ethics, respect and character in all walks of life.
- To promote the ideal of intrinsic rewards of athletics and activities.

-To learn the attitudes necessary for responsible behavior.

Tips for Parents

- Be supportive of coaches
- Teach Respect for Authority
- Let the Coach do the Coaching but you can do some of the Teaching
- Help your Children learn through Failure
- Get to know the Coach
- Listen to your Child, but stay Rational
- Be Mindful of your Role as a Role Model
- Show Unconditional Love – Win or Lose

Always keep in mind – Sportsmanship is Everyone’s Responsibility

COACHING EXPECTATIONS

Coaches have the responsibility to teach the values associated with discipline, teamwork, commitment, accountability, leadership and organizational skills. These opportunities to teach occur throughout the sports season as students observe, listen and internalize these lessons.

- Treat all student athletes with respect, helping each one to develop their skills;
- Accept, and teach our athletes to accept, officials’ decisions and not to indicate any inappropriate displeasure, verbally or non-verbally (i.e.: gestures);
- Not discuss or comment on a student athletes talent/skill or lack thereof with other student athletes or members of the community;
- Provide positive instruction and do not put-down, yell or use abusive statements toward athletes, remembering that students learn from receiving positive support and role modeling;
- Use respectful language at all times and not use profanity that is casual or directed at any individual. Expect the same from student athletes;
- Discipline student athletes in a positive manner, using constructive communication skills prior to training activities as punishment to extinguish undesirable behavior;
- Outline expectations for participation, along with consequences at the beginning of each season and during the parent/student orientation meeting;
- Provide a safe practice and competitive environment for our student athletes;
- Listen respectfully to concerns brought to my attention by parents/guardians of our student athletes;
- Be conscientious of the issues of body image;
- Not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure;
- Respect the student athletes’ responsibilities to their academics and other school, community and family activities;
- Be knowledgeable about the rules which govern the eligibility of our student athletes and apply them as intended;
- Encourage student athletes to participate in other sports/activities/competitions throughout the school year; and,
- All coaches will support other coaches and their sports or activities.

DISTRIBUTION OF POLICY

An athletic orientation meeting will take place prior to the beginning of each sports season. It is requested that all students planning to participate in any extra-curricular activities offered through ISD #162 to attend this meeting along with a parent or guardian. If the student and/or parent are unable to attend at the scheduled time, they are required to complete the paperwork process and be knowledgeable of and abide by the policies and procedures as set forth by the MSHSL and Bagley School District.

All students and parents will be required to read the Athletic Competition Position Statement, sign and return the acknowledgement section of the code to the Athletic Director. All signed acknowledgement form will be kept on file in the Athletic Director’s office for the entire school year. Students/Parents will

need to sign a new form for each year of participation. No student will be allowed to participate in any team activities until the signed acknowledgement is returned to the coach.

GRIEVANCES

In the event of a parent/guardian has a concern or complaint, the chain of command shall be followed. The chain of command is as follows:

COACH/HEAD COACH → ATHLETIC DIRECTOR → PRINCIPAL →
SUPERINTENDENT → SCHOOL BOARD

If the complainant is not comfortable stating their concerns directly to the coaching staff, they may request that the Athletic Director be present. Should the complainant choose to discuss the concern/complaint with the coach, it is recommended that they ask for a meeting with the coach rather than approaching the coach prior to or immediately after a game/match.

Any person(s) who has a complaint concerning extra curricular programs, or alleges that the school district is not complying with this policy or any actions prohibited by this policy, shall present the complaint to the Athletic Director.

If the Athletic Director finds that the complaint is justified, he/she shall initiate action to rectify the complaint. This may include consulting with administration and coaching staff.

If the Athletic Director finds that the complaint is not justified, he/she shall so notify the complainant in person or in writing.

Whether found to be valid or invalid all complaints will remain on file until the end of the season/year. At the end of the season/year, the Athletic Director will evaluate the coaches and valid complaints will become part of the permanent record; invalid complaints will be discarded.

If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools.

The complaint process does not apply to individuals who do not attend the applicable sports orientation meeting.

Bagley School District #162

Non-Discrimination Statement

Bagley Public Schools does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, marital status, and age in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VIII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

Dear Parents/Guardians:

Bagley School District #162 does not provide any type of health insurance for injuries incurred by your child at school.

We encourage all families to have accident coverage on their children, prior to participation in any sports or school sponsored activity. If you feel your coverage is adequate, please sign the statement below.

If you are interested in purchasing inexpensive accident insurance you may do so by contacting the high school office at 694-3120.

Student Name _____ Sport _____

We the undersigned, feel we have adequate insurance protection for our child while practicing or participating in School District #162 Sports.

Parent/Guardian Signature _____ Date _____

I the undersigned have received and read the Bagley School Athletic Competition Position Statement for the 2016-17 school year.

Print Student-Athlete's Name _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Checklist of forms needed to be submitted to be eligible for participation:

- _____ Have a current Physical form on file – (current within 3 years)
- _____ Completed MSHSL Health Questionnaire (when a physical is not required)
- _____ Signed Minnesota State High School League Eligibility form
- _____ Attended Sport Orientation Meeting with parent/guardian
- _____ Paid Activity Fee
- _____ Completed Emergency Card
- _____ Athletic Competition Position Statement/Insurance Form Signed

Parent Pledge

As a parent, I acknowledge that I am a role model. I will remember that school athletics and activities are an extension of the classroom, offering learning experiences for students. I must show respect for all players, coaches, spectators, officials and support groups. I will participate in cheers that support, encourage and uplift the teams involved. I understand the spirit of fair play and that good sportsmanship is expected by our school, our conference and the MSHSL. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student involved in athletics and activities.

Parent Signature _____ Date _____

POLICY 570 CELL PHONES & PERSONAL ELECTRONIC DEVICES

(DRAFT 5/23/2017)

Board Adopted:

Board Revised:

Cell Phones & Personal Electronic Devices (CP-PEDs) not issued by the School District, may only be used by students before and after school. Students in grades 7-12 may also use CP-PEDs during lunch periods ~~and passing times~~. During all other instructional hours, students are prohibited from ~~having on the person or~~ using CP-PEDs ~~which include but are not limited to the following: blue tooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers, or video games.~~ ~~and should remain turned off.~~ The lone exception to this rule allows teachers to directly supervise students using CP-PEDs, for ~~an emergency, or~~ a specific instructional purpose, within a curriculum lesson being taught. ~~All photography capable devices are permanently banned~~ ~~Cell phone use and photographs are prohibited in, from~~ locker rooms, ~~and~~ bath rooms, ~~and during assemblies.~~

Consequences, including disciplinary action pursuant to the District's discipline policy, and/or confiscation of the device, ~~may~~ **will** occur if the policy rules are not followed. CP-PEDs that are confiscated and retained by the school district will be returned in accordance with school building procedures. Failure to surrender the device to a staff member will be considered insubordination. If the school district has a reasonable suspicion that a student has violated a school rule by use of a CP-PED, the school district may search that device and if applicable, may be turned over to law enforcement. ~~These devices are disruptive in class and very prone to theft.~~ School District #162 is ~~will not be held~~ responsible for ~~lost loss/ or stolen theft/or destruction of technology~~ **the CP-PEDs.**

Bagley School District - ISD#162



Long Term Facilities Maintenance LTFM 10 Year Plan FY2018 update FINAL VERSION 2

July 17th, 2017



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Forward

Foster, Jacobs and Johnson is pleased to assist the Bagley School District with their LTFM Plan. This report has been developed to provide the District with a ten-year plan that can be acted upon for the continuous maintenance and upkeep of your facility. FJJ has worked with several of the Districts Staff to ensure a comprehensive plan that takes into account available dollars for emergency repairs. The information within this report was compiled by the District and assembled into this packet by FJJ. More information on the process is contained within this document.

Principles of the Report

In 2015 the Minnesota Department of Education established a Long-Term Facilities Maintenance Revenue Program (LTFM) for school districts. This program was established under the 2015 Education Act and began to take effect on July 1, 2016. The program removed the previous programs available to districts which included Deferred Maintenance Revenue, Alternative Facilities Bonding and Levy Program and Capital Expenditure Health and Safety.

Purpose of LTFM

LTFM was created to assist school districts throughout the state to create adequate, equitable and sustainable financing for their facilities. At one time only the 25 largest districts in the state were eligible for Alternative Facilities Revenue while the rest of the state was only receiving funding through Deferred Maintenance and Capital Expenditure Health and Safety. This legislative change provided the rural areas with additional funding (like metro school districts) for the general upkeep of their facilities. This is accomplished by using the age, square footage, and number of pupils' students within the district facilities. In addition, there are now many areas that get equalization from the state which takes some of the burden off of the tax payers.

Required LTFM Documentation

Per state statute, LTFM requires a number of documents be completed, and submitted to the Minnesota Department of Education for Approval. The following is a list of the documents as well as a description:

- 1.) Ten-Year Revenue Excel Spreadsheet
 - a. This is a resource that is issued to the schools by the Minnesota Department of Education (MDE). The spreadsheet calculates estimated dollars available to the district over a ten-year period for LTFM. When used in conjunction of the ten-year expenditure spreadsheet it assisted in the planning of when projects need to be performed and how they will be funded. The different options available to districts for funding LTFM projects are as follows:
 - i. Year-to-year expenses
 - ii. Saving dollars for future years and possibly larger projects
 - iii. Bonding forward (paying principal and interest on larger projects)
 - iv. A combination of the above

2.) Ten-Year Expenditure Spreadsheet

- a. The expenditure spreadsheet shows the dollars that will be spent by the district in each UFARS code for each of the ten-years (see appendix for UFARS description and listing of the codes). This spreadsheet is submitted to the state as a high level overview of the dollars spent on each of the codes. The district should maintain a more detailed plan in house to track individual projects or items that need to be accomplished in each of the years. Key points of the expenditure sheet are as follows:
 - i. Projects contained within the LTFM ten-year plan must be an allowable expenditure per Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures.
 - ii. Per LTFM statute, “the ten-year plan must include provisions for implementing a health and safety program the complies with health, safety, and environmental regulations and best practices, including indoor air quality management.” (Minnesota Department of Education, Long-Term Facilities Maintenance Revenue (LTFM) – 2016 Guide)
 - iii. Additional Documentation is required for the following projects
 1. Indoor Air Quality projects costing \$100,000 or more: a description of which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) are not being met and what will be changed to meet them. This must include an estimated cost from the project engineer.
 2. Asbestos Abatement projects costing \$100,000 or more: a description of the type, amount, and scope along with a cost estimate.
 3. Fire Alarm and Suppression projects costing \$100,000 or more: an order from the state fire marshal, project description and a cost estimate from the project engineer.
 4. Deferred Maintenance Projects costing \$2,000,000 or more per site: a detail narrative of each portion of the project must be submitted. The details should include: criteria making the project eligible for LTFM, the scope of the work, deferred maintenance needs before and after the project and a cost estimate from architect/consultant including fees.

3.) Statement of Assurance

- a. See Appendix A for the Statement of Assurance Document
- b. This document is signed by the superintendent and he/she attests to the following:
 - i. Expenditures are for uses allowed by law
 - ii. No expenditures are prohibited by law
 - iii. A description of each project is maintained
 - iv. A compliant H&S program is maintained

4.) School Board Resolution Adopting the LTFM Ten-Year Plan

- a. Options for the School Board Approval
 - i. Formal Resolution signed by school board clerk
 - ii. Adopted minutes of a motion, second and vote
 - iii. Notarized extract of minutes of a motion, second and vote signed by board clerk

1.) Identified Needs

#	LTFM Project / Description	Budget	Priority	LTFM FIN Code / Label (select)
2017-2018				
1	Bathroom Renovation - Elementary	\$45,000	1	379 Interior Surfaces
2	Replace old asphalt at the Elementary School	\$79,000	1	384 Site Projects
3	New Roofing - Elementary Big Gym, Music, Cafeteria	\$110,000	1	383 Roofing Systems
4	Bus Garage Roof	\$27,370	1	383 Roofing Systems
5	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
6	Wall Mats	\$34,170	1	379 Interior Surfaces
2018-2019				
7	Bathroom Renovation	\$100,000	1	379 Interior Surfaces
8	Roofing - High School	\$100,000	1	383 Roofing Systems
9	Heat Pump Replacement - High School	\$70,000	1	380 Mechanical Systems
10	Replace panel and all devices on high school fire alarm sys	\$50,000	1	370 Electrical
11	LED Lighting	\$55,000	1	370 Electrical
12	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
13	New Roofing - Elementary Small Gym	\$26,000	1	383 Roofing Systems
2019-2020				
14	Roofing - High School	\$150,000	1	383 Roofing Systems
15	Generator - Elementary	\$250,000	1	370 Electrical
15	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
2020-2021				
16	Roofing - High School	\$150,000	1	383 Roofing Systems
17	Change Exterior lighting to LED	\$55,000	1	370 Electrical
18	Replace door hardware - High School	\$60,000	1	369 Building Hardware and Equipment
19	Heat Pump Replacement	\$150,000	1	380 Mechanical Systems
20	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
2021-2022				
21	New Rubber Floor - Elementary Big Gym	\$100,000	1	379 Interior Surfaces
21	New Roofing - Boiler Room and ECFE Wing	\$56,000	1	383 Roofing Systems
23	Replace Asphalt - High School	\$260,000	1	384 Site Projects
24	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
2022-2023				
26	New Roofing - High School	\$200,000	1	383 Roofing Systems
27	Elevator modernization system - Elementary	\$65,000	1	369 Building Hardware and Equipment
28	Heat Pump Replacement	\$100,000	1	380 Mechanical Systems
29	Window Replacement - High School	\$30,000	1	368 Building Envelope (excluding roof)
30	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
2023-2024				
31	Heat Pump Replacement - High School	\$100,000	1	380 Mechanical Systems
32	Bathroom Renovation - Elementary	\$100,000	1	379 Interior Surfaces
33	Window Replacement - High School	\$50,000	1	368 Building Envelope (excluding roof)
34	Carpet - High School	\$40,000	1	379 Interior Surfaces
35	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary
2024-2025				
37	Carpet - High School	\$40,000	1	379 Interior Surfaces
38	New Roofing - High School	\$200,000	1	383 Roofing Systems
39	Heat Pump Replacement - High School	\$100,000	1	380 Mechanical Systems
40	Window Replacement - High School	\$50,000	1	368 Building Envelope (excluding roof)
41	NWSC-FJJ LTFM	\$1,768	1	382 Professional Services and Salary

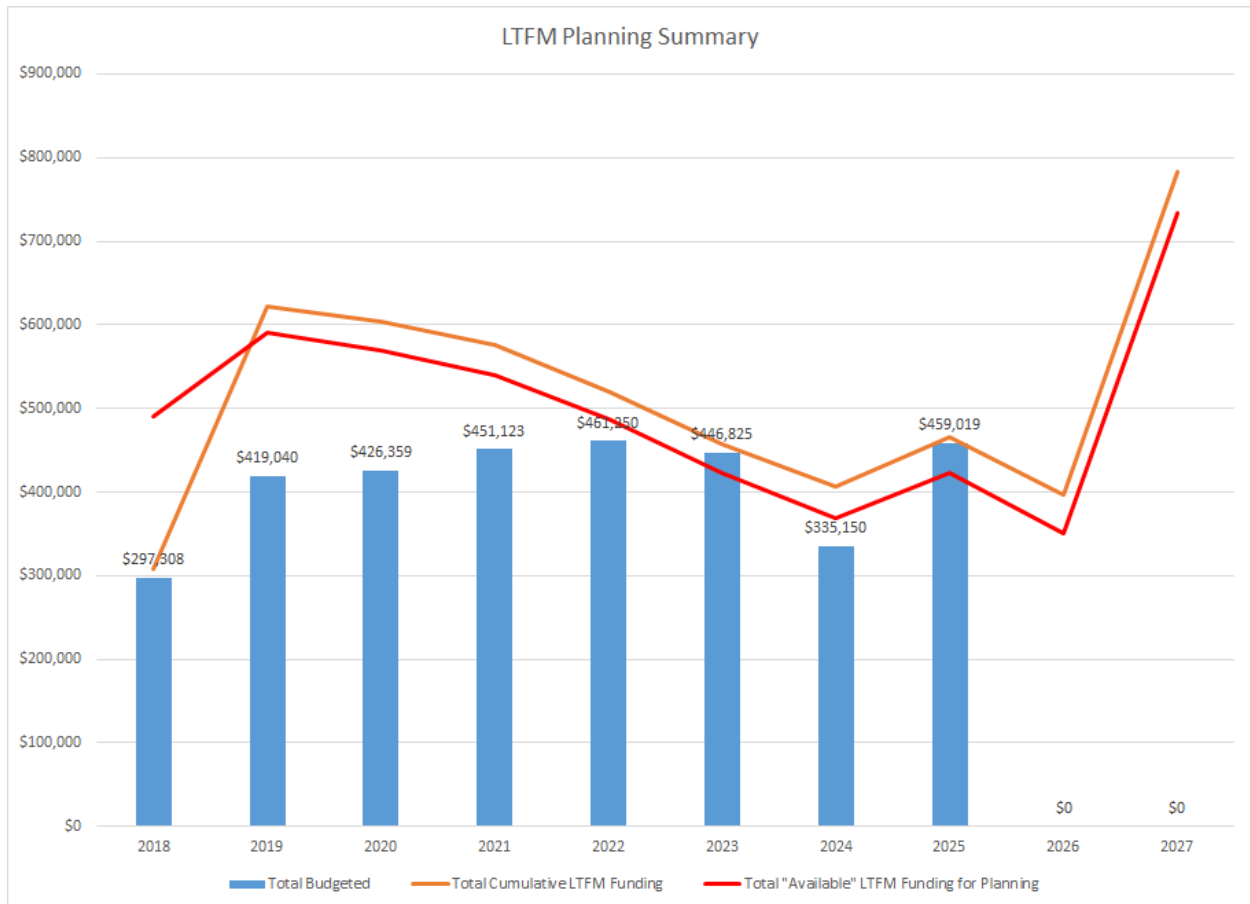
The above list was identified by the District. FJJ took the District's list and worked through it to apply the correct coding as well as make recommendations on certain projects.

2.) Project Planning

Bagley													
Priority	LTFM Project / Description	Budget	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
1	1	Bathroom Renovation - Elementary	\$45,000	100%	0%	0%	0%	0%	0%	0%	0%	0%	
2	1	Replace old asphalt at the Elementary School	\$79,000	100%	0%	0%	0%	0%	0%	0%	0%	0%	
3	1	New Roofing - Elementary Big Gym, Music, Cafeteria	\$110,000	100%	0%	0%	0%	0%	0%	0%	0%	0%	
4	1	Bus Garage Roof	\$27,370	100%	0%	0%	0%	0%	0%	0%	0%	0%	
5	1	NWSC-FJJ LTFM	\$1,768	100%	0%	0%	0%	0%	0%	0%	0%	0%	
6	1	Wall Mats	\$34,170	100%	0%	0%	0%	0%	0%	0%	0%	0%	
7	1	Bathroom Renovation	\$100,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
8	1	Roofing - High School	\$100,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
9	1	Heat Pump Replacement - High School	\$70,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
10	1	Replace panel and all devices on high school fire alarm system	\$50,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
11	1	LED Lighting	\$55,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
12	1	NWSC-FJJ LTFM	\$1,768	0%	100%	0%	0%	0%	0%	0%	0%	0%	
13	1	New Roofing - Elementary Small Gym	\$26,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	
14	1	Roofing - High School	\$150,000	0%	0%	100%	0%	0%	0%	0%	0%	0%	
15	1	Generator - Elementary	\$250,000	0%	0%	100%	0%	0%	0%	0%	0%	0%	
15	1	NWSC-FJJ LTFM	\$1,768	0%	0%	100%	0%	0%	0%	0%	0%	0%	
16	1	Roofing - High School	\$150,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	
17	1	Change Exterior lighting to LED	\$55,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	
18	1	Replace door hardware - High School	\$60,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	
19	1	Heat Pump Replacement	\$150,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	
20	1	NWSC-FJJ LTFM	\$1,768	0%	0%	0%	100%	0%	0%	0%	0%	0%	
21	1	New Rubber Floor - Elementary Big Gym	\$100,000	0%	0%	0%	0%	100%	0%	0%	0%	0%	
21	1	New Roofing - Boiler Room and ECFE Wing	\$56,000	0%	0%	0%	0%	100%	0%	0%	0%	0%	
23	1	Replace Asphalt - High School	\$260,000	0%	0%	0%	0%	100%	0%	0%	0%	0%	
24	1	NWSC-FJJ LTFM	\$1,768	0%	0%	0%	0%	100%	0%	0%	0%	0%	
26	1	New Roofing - High School	\$200,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	
27	1	Elevator modernization system - Elementary	\$65,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	
28	1	Heat Pump Replacement	\$100,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	
29	1	Window Replacement - High School	\$30,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	
30	1	NWSC-FJJ LTFM	\$1,768	0%	0%	0%	0%	0%	100%	0%	0%	0%	
31	1	Heat Pump Replacement - High School	\$100,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	
32	1	Bathroom Renovation - Elementary	\$100,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	
33	1	Window Replacement - High School	\$50,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	
34	1	Carpet - High School	\$40,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	
35	1	NWSC-FJJ LTFM	\$1,768	0%	0%	0%	0%	0%	0%	100%	0%	0%	
37	1	Carpet - High School	\$40,000	0%	0%	0%	0%	0%	0%	0%	100%	0%	
38	1	New Roofing - High School	\$200,000	0%	0%	0%	0%	0%	0%	0%	100%	0%	
39	1	Heat Pump Replacement - High School	\$100,000	0%	0%	0%	0%	0%	0%	0%	100%	0%	
40	1	Window Replacement - High School	\$50,000	0%	0%	0%	0%	0%	0%	0%	100%	0%	
41	1	NWSC-FJJ LTFM	\$1,768	0%	0%	0%	0%	0%	0%	0%	100%	0%	
Total Budgeted			\$297,308	\$419,040	\$426,359	\$451,123	\$461,250	\$446,825	\$335,150	\$459,019	\$0	\$0	
Total "Available" LTFM Funding for Planning			\$491,147	\$590,789	\$570,180	\$539,712	\$487,516	\$422,495	\$368,960	\$423,896	\$351,472	\$734,259	
Balance			\$218,232	\$193,839	\$171,749	\$143,820	\$88,589	\$26,266	(\$24,330)	\$33,810	(\$35,122)	\$351,472	\$734,259
Total Annual LTFM Funding			\$308,665	\$427,831	\$431,654	\$431,654	\$431,654	\$431,654	\$431,654	\$431,654	\$431,654	\$431,654	\$431,654
Total Cumulative LTFM Funding			\$308,665	\$621,670	\$603,403	\$575,474	\$520,243	\$457,920	\$407,324	\$465,464	\$396,532	\$783,126	
Misc. LTFM "annual" Expenses			\$35,750	\$30,881	\$33,223	\$35,762	\$32,727	\$35,425	\$38,365	\$41,568	\$45,060	\$48,867	
Reserve \$			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Additional Funding (Capital, other?)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Actual Cost vs. Budgeted Cost			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

After identifying the projects into the correct years, they were entered in this spreadsheet. As projects move away from 2018 and into subsequent years an escalation factor is applied to them at 2% annually. This dollar amount compounds and is done to keep up with the cost of inflation. This document will be updated annually and will allow us to adjust based on what is happening in the construction industry. In the blue bar at the lower portion the "Balance" is included showing that the district has additional dollars available in a majority of the years if they so choose. (Note: Larger versions of the above chart are included in the Appendix C)

3.) LTFM CHART



The above chart details the dollars available and the dollars spent in each of the ten years. The Orange line represents the dollars available. The red line represents the dollars available for Deferred Maintenance after the Health and Safety dollars are allocated. Finally, the blue bars indicate the dollar amounts that are spent each year on Deferred Maintenance.

4.) SUMMARY OF CONSTRUCTION DOLLARS REMAINING

Bagley Remaining Construction Dollars		
Bond Series	Est Funds Remaining	Bond Authority Reminder
Series 2013A	\$ 47,000	Alt Fac - Elem
Series 2013B	\$ 112,000	Elem Addition - 5 Classrooms and Bathrooms
Series 2014A	\$ 160,000	General Fund COP at Elem & HS
	\$ 319,000	
Potential Solution to Expend Remaining Bond Dollars		
	\$ 18,260	Wall Mats
	\$ 27,850	Asbestos
	\$ 46,110	Total
	\$ 47,000	Offset these costs with 2013A
	\$ (890)	Dollars Remaining in 2013A
	\$ 160,000	2014A - Remainder
	\$ 100,000	Retainage (JCI, Trane, PSM)
	\$ 60,000	Remaining Total
	\$ 112,000	2013B - remainder
	\$ -	Expend H&S on above projects
	\$ 112,000	Left to Spend on 2013B
	\$ 60,000	2014A - Remainder
	\$ 112,000	2013B - remainder
	\$ 172,000	Total to Debt Service
<p>Solution on 2013B - look at offsetting Pay 2019 and Pay 2020 tax levy by \$56,000 each year. Will do this by performing a H&S mechanical upgrade on the MUA units at the HS for a total project of \$125,000</p>		
Information prepared by Baird and modified by FJJ for projects		

BAGLEY SCHOOL DISTRICT 162 - FINAL

2018 LTFM SUBMITTAL PACKAGE Table of Contents:

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IAQ Narrative	6-7
Statement of Assurance	8-9
Board Resolution	10

Please provide the information within this packet to MDE for their approval:

Lon Moe lonn.moe@state.mn.us

Sarah Miller Sarah.C.Miller@state.mn.us

Judy Kuck judy.kuck@state.mn.us


Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/02/2017																
162	<= Type in School District Number																			
	BAGLEY PUBLIC SCHOOL DISTRICT																			
Calculations for Ten Year Projection				Pay 17	Payable 2017	Current Estimate														
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027								
1	Type your district number in cell A2 (Minneapolis = 1.2)																			
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50																			
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																			
4	Look-up data from following tabs																			
5	Initial Formula Revenue																			
6	Current year APU	55	1,090.96	1,098.18	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93								
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)																			
6b	Total Adjusted Pupil Units = (6) + (6a)				1,098.18	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93								
7	District average building age (uncapped)	402	33.72	33.69	34.69	35.69	36.69	37.69	38.69	39.69	40.69	41.69								
8	Formula allowance				\$ 292.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00								
9	Building age ratio = (Lesser of 1 or (7) / 35)				403	0.96257	0.99114	1.00000	1.00000	1.00000	1.00000	1.00000								
10	Initial revenue = (6) * (8) * (9)				404	306,910	308,665	427,831	431,654	431,654	431,654	431,654								
11	Added revenue for Eligible H&S Projects > \$100,000 / site																			
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess				702		466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194				
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)				758		-	-	-	-	-	-	-	-	-	-				
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)				701		-	-	-	-	-	-	-	-	-	-				
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)				757		-	-	-	-	-	-	-	-	-	-				
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				703		-	-	-	-	-	-	-	-	-	-				
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site				407			125,000	-	-	-	-	-	-	-	-				
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)				408	451,986	466,741	591,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194				
	Added revenue for Pre-K remodeling (for VPK approvals only)																			
20a	Net debt service for bonds approved for Pre-K remodeling				704		-	-	-	-	-	-	-	-	-	-				
20b	Pay as you go for projects approved for Pre-K remodeling				409															
20c	Total Pre-K revenue						-	-	-	-	-	-	-	-	-	-				
20d	Total New Law Revenue (10) + (19) + (20c)				410		775,406	1,019,257	897,660	902,385	900,902	904,170	906,795	908,669	912,659	910,848				

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Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
162	<= Type in School District Number												
	BAGLEY PUBLIC SCHOOL DISTRICT												
		Payable 2017											
Calculations for Ten Year Projection			Pay 17	Current Estimate									
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
	Old Formula revenue												
21	Old formula Health & Safety revenue (accumulated project costs - accumulated revenue)	411	103,163	-	-	-	-	-	-	-	-	-	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess			-	-	-	-	-	-	-	-	-	
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-	-	-	-	-	-	-	
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	766		466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	
26	Old formula alt facilities pay as you go revenue (1A)	414		-	-	-	-	-	-	-	-	-	
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000	417		-	-	-	-	-	-	-	-	-	
27a	LTFM "H&S >100K per site" bonds	703		-	-	-	-	-	-	-	-	-	
27b	LTFM "other" bonds for 1A hold harmless	705		-	-	-	-	-	-	-	-	-	
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	422		67,653	72,056	72,700	72,700	72,700	72,700	72,700	72,700	72,700	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	423	622,416	534,393	538,481	538,705	543,430	541,947	545,215	547,840	549,715	553,705	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	424	758,896	775,406	1,019,257	897,660	902,385	900,902	904,170	906,795	908,669	912,659	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	425	-	-	-	-	-	-	-	-	-	-	
32	District LTFM Revenue (30) - (31)	426	758,896	775,406	1,019,257	897,660	902,385	900,902	904,170	906,795	908,669	912,659	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	427	-	-	-	-	-	-	-	-	-	-	
34	Grand Total LTFM Revenue (32) + (33)	428	758,896	775,406	1,019,257	897,660	902,385	900,902	904,170	906,795	908,669	912,659	
	Aid and Levy Shares of Total Revenue												
35	For ANTC & APU, three year prior date		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
36	Three year prior Ag Modified ANTC	31	4,265,383	4,265,383	4,671,388	4,858,244	5,052,573	5,254,676	5,464,863	5,683,458	5,910,796	6,147,228	6,393,117
37	Three year prior Adjusted PU (New Weights)	52	1,096.68	1,096.68	1,078.67	1,091.78	1,098.18	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93	1,135.93
38	ANTC / APU = (36) / (37)	430	3,889.36	3,889.36	4,330.68	4,449.85	4,600.88	4,625.87	4,810.91	5,003.34	5,203.48	5,411.62	5,628.08
39	State average ANTC / APU with ag value adjustment	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00
40	Equalizing Factor = 123% of (39)	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66
41	Local share of Equalized Revenue (lesser of 1 or (38) / (40))	433	42.88%	42.88%	45.72%	44.88%	44.47%	43.00%	43.00%	42.99%	43.00%	43.00%	43.00%
42	State share of Equalized Revenue (1 - (41))	434	57.12%	57.12%	54.28%	55.12%	55.53%	57.00%	57.00%	57.01%	57.00%	57.00%	57.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	429	318,560	320,667	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654
44	Initial LTFM State Aid (42) * (43)	435	181,948	183,151	234,310	237,916	239,679	246,060	246,062	246,064	246,056	246,064	246,058
45	Old formula Grandfathered Alternative Facilities Aid	437	-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	438	181,948	183,151	234,310	237,916	239,679	246,060	246,062	246,064	246,056	246,064	246,058
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	441	576,948	592,255	784,947	659,744	662,706	654,842	658,108	660,730	662,613	666,595	664,789
	48 Debt Service Portion of Revenue (non-grandfather districts)												
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+703		466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	705		-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50)	767		466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194
52	Equalized debt Service Revenue (lesser of (43) or (51))	442		320,667	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654
53	Debt Service Aid = (52) * (42)	443		183,151	234,310	237,916	239,679	246,060	246,062	246,064	246,056	246,064	246,058
54	Equalized Debt Service Levy = (52) - (53)	445		137,516	197,345	193,738	191,975	185,595	185,592	185,590	185,598	185,590	185,596
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	446		146,073	34,772	34,352	39,077	37,593	40,862	43,487	45,361	49,351	47,540
	56 General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)	447		308,665	552,831	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654

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Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
162	<= Type in School District Number												
	BAGLEY PUBLIC SCHOOL DISTRICT												
		Payable 2017											
Calculations for Ten Year Projection			Pay 17	LLC Certification	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
58	General Fund Equalized Revenue = (43) - (52)	448	-	-	-	-	-	-	-	-	-	-	
59	Total General Fund Aid = (46) - (53)	449	-	-	-	-	-	-	-	-	-	-	
60	General Fund Equalized Levy = (58) * (41)	450	-	-	-	-	-	-	-	-	-	-	
61	General Fund Unequalized levy = (57) - (58)	451	308,665	552,831	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654	
62	Total General Fund Levy = (60) + (61)	452	308,665	552,831	431,654	431,654	431,654	431,654	431,654	431,654	431,654	431,654	
Notes:													
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.													
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.													
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure							ED - 02478-02	
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.												
					District Name:		Bagley			District # 162		
					District Contact for Questions on this Spreadsheet:			E-mail:		scairns@bagley.k12.mn.us		
					Name:		Steve Cairns			Phone #: 218-694-6184		
Fiscal Year, Ending June 30th -->		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
ESTIMATED EXPENDITURES:												
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site												
Finance	Category											
347	Physical Hazards	\$5,800	\$5,858	\$6,444	\$7,088	\$7,797	\$8,577	\$9,434	\$10,378	\$11,416	\$12,557	
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
352	Environmental Health & Safety Management	\$10,000	\$10,100	\$11,110	\$12,221	\$13,443	\$14,787	\$16,266	\$17,893	\$19,682	\$21,650	
358	Asbestos Removal and Encapsulation	\$10,500	\$5,000	\$5,250	\$5,513	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962	\$14,660	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects		\$35,750	\$30,881	\$33,223	\$35,762	\$32,727	\$35,425	\$38,365	\$41,568	\$45,060	\$48,867	
Health and Safety, Projects Costing > \$100,000 per Site												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Pre-K instruction approved under M.S. 124D.151												
Finance	Category											
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility												
Finance	Category											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects												
Finance	Category											
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$33,785	\$57,434	\$58,583	\$0	\$0	
369	Building Hardware and Equipment	\$0	\$0	\$0	\$64,946	\$0	\$73,201	\$0	\$0	\$0	\$0	
370	Electrical	\$0	\$109,242	\$265,302	\$59,534	\$0	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$79,170	\$104,040	\$0	\$0	\$110,408	\$0	\$160,816	\$46,866	\$0	\$0	
380	Mechanical Systems	\$0	\$72,828	\$0	\$162,365	\$0	\$112,616	\$114,869	\$117,166	\$0	\$0	
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$1,768	\$1,839	\$1,876	\$1,914	\$1,952	\$1,991	\$2,031	\$2,071	\$0	\$0	
383	Roof Systems	\$137,370	\$131,090	\$159,181	\$162,365	\$61,829	\$225,232	\$0	\$234,332	\$0	\$0	
384	Site Projects	\$79,000	\$0	\$0	\$0	\$287,061	\$0	\$0	\$0	\$0	\$0	
Total Deferred Capital Expense and Maintenance		\$297,308	\$419,040	\$426,359	\$451,123	\$461,250	\$446,825	\$335,150	\$459,019	\$0	\$0	
Total Annual 10 Year Plan Expenditures		\$333,058	\$574,921	\$459,582	\$486,885	\$493,977	\$482,250	\$373,514	\$500,586	\$45,060	\$48,867	

Bagley Public Schools

District # 162

IAQ Narrative

**July 17, 2017
FINAL**

Health and Safety Related Facility Issues

Ventilation / IAQ

At the High School, the exiting make-up air units are reaching the end of their life cycle (21 years old). According to ASHRAE, the life expectancy of this equipment is 15-25 years. In addition, this units are not operated by variable frequency drives.

The proposed replacement systems will provide the required outdoor air per current Minnesota State Code / ASHRAE guidelines. New design will be per local and state codes and follow MDE requirements.

PROPOSED UPGRADE:

The proposed scope or work will include the following design standards and components when possible. Adjustments will be made as needed to accommodate physical limitations of the facility and cost reasonableness. Outside air requirements will not be compromised. The units that will be replaced include #1, #2, #5, and #11.

- Make-up Air Units
 - Double Wall Construction
 - MERV 8 Filtration
- Airflow Measuring Stations (outside air intake)
- Code Ventilation rates per ASHRAE Table 6.1
- Meet current room noise level NC (noise criteria) during normal operation

Additional work includes Electrical, Structural, Testing and Balancing, Commissioning, and Engineering of all work associated with this Indoor Air Quality improvement work.

Total Health and Safety Improvements \$125,000

GENERAL INFORMATION: Minnesota school districts, intermediate school districts and cooperatives applying for long-term facilities maintenance revenue under Minnesota Statutes, section 123B.595, must annually complete the application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477-03). The application must be submitted to the Minnesota Department of Education, (MDE) Attn: Sarah Miller by July 31, 2017.

IDENTIFICATION INFORMATION

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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STATEMENT OF ASSURANCES

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial and Accounting Reporting Standards (UFARS) for FY 2019 under Finance codes 347, 349, 352, 358, 363, and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2018 under the Finance codes 367, 368, 369, 370, 379, 380, 381, 382, 383, and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue.
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practice, including indoor air quality management and remediation of lead hazards.

CERTIFICATION OF STATEMENT OF ASSURANCES

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director: Name – Superintendent or Cooperative Director (Please print) Date:

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
BAGLEY PUBLIC SCHOOL, ISD 162
BAGLEY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 162 (BAGLEY PUBLIC SCHOOLS), State of Minnesota, was held on July 17, 2017 at 7:30 o'clock p.m.

Member _____ introduced the following resolution and moved their adoption:

**RESOLUTION STATING THE INTENTION OF
THE SCHOOL BOARD TO APPROVE THE FY18 LTFM PLAN**

BE IT RESOLVED by the School Board of Independent School District No. 162, State of Minnesota, approves the district's Long-Term Facilities Maintenance Plan. The Board will follow the LTFM Legislation as follows:

- The district will maintain and implement a health and safety program that complies with regulations.
 - The district will maintain an indoor air quality management program.
 - As outlined in the LTFM plan, the district intends use the dollars in a pay as you go format.
- 1) The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B and otherwise to take such actions as necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof: _____.

_____.

and the following voted against the same:

_____.

_____.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 162, State of Minnesota, hereby certify that the attached and foregoing is a full, true, and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 162, duly called and held on the date therein indicated insofar as said minutes relate to the adoption of a resolution approving the FY18 LTFM plan and that said resolution included therein is a full, true, and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 17th day of July, 2017.

Clerk of the School Board
Independent School District 162

MEMORANDUM OF UNDERSTANDING BETWEEN THE
CLEARWATER COUNTY SHERIFF'S OFFICE AND THE
BAGLEY SCHOOL DISTRICT

The Clearwater County Sheriff's Office (Sheriff) and the Bagley School District (School) do hereby agree to enter into a partnership for the purpose of establishing and maintaining a School Liaison Program. The program will utilize a School Liaison Officer, who will be a sworn Clearwater County Sheriff's Deputy and will work in the Bagley Schools when school is in session.

Mission

The School Liaison Program is a cooperative, prevention-oriented plan between the Sheriff and the School. It is designed to prevent delinquent and criminal behavior by youths and is intended to deal with youth concerns before they become youth problems. The Sheriff has a genuine interest in the youth of Clearwater County. The School Liaison Program can provide a forum through which students, parents, faculty, and law enforcement can become acquainted and, as a result, earn mutual respect.

Goals of the Partnership

1. Improve safety within the school district and community, by:
 - a. Becoming a visible presence both inside and outside school buildings;
 - b. Investigating violations of state law, ordinances and applicable school policy that occur on or off campus;
 - c. Providing training on safety issues to school staff when appropriate;
 - d. Serving as a member of the School Safety Team;
 - e. Collecting intelligence information concerning threats to personal safety and order on and around campus; and
 - f. Identifying problems or behaviors that are detrimental to the educational process and/or welfare of students or staff, handling these issues directly, or referring them to appropriate staff or community resources;
 - g. Monitoring traffic on and around campus and taking appropriate enforcement action; and
 - h. Being a member of the School's Emergency Planning Team.
2. Develop a mutually positive and receptive relationship between the School Liaison Officer and students, by:
 - a. Providing opportunities for students to meet with the School Liaison Officer, privately if necessary;

- b. Establishing and having regular office hours for students to contact and meet with the School Liaison Officer;
 - c. Developing and maintaining a highly visible and approachable presence on campus; and
 - d. Meeting with students and collaborating with faculty to assist them with issues of tobacco, alcohol, and drug use prevention, crime prevention, and personal safety.
3. Facilitate the appropriate referral of students and their families to various services and resources available in the school and in the community, by:
 - a. Developing and maintaining a positive and trusting relationship between the School Liaison Officer, students, student's families, and school staff;
 - b. Maintaining and disseminating appropriate literature and information on available resources in the community; and
 - c. Collaborating with school counselors, staff, and community service agencies to provide students and families with needed assistance.
4. Providing formal and informal educational opportunities to discuss law, ordinances, the justice system, and law enforcement with students, faculty, and parents, by:
 - a. Being available as a resource for classroom presentations, support groups, and student organizations on topics related to the basic understanding of state law, the juvenile code, ordinances, and the role of law enforcement;
 - b. Attending school staff meeting when requested to discuss topics related to school safety or any other law enforcement-related subject;
 - c. Utilizing media to communicate with students and parents;
 - d. Working with students and staff on special events and programs; and
 - e. Presenting programs on issues relating to tobacco, alcohol, and drug use prevention, violence prevention, and safety.

Selection and Retention of the School Liaison Officer

The School Liaison Officer is a licensed deputy with the Clearwater County Sheriff's Office. The School Liaison Officer will be selected and assigned by the Sheriff or his/her designee. The selection process will include, but not be limited to, an interview by a panel including the Sheriff, Clearwater County Attorney, and school district representatives. The School Liaison Officer selected shall be acceptable to the School.

Supervision

The School Liaison Officer is an employee of the Sheriff and is subject to the policies, rules, and regulations of the Sheriff. Under the supervision of the Sheriff, the School Liaison Officer will engage in crime prevention, detection, investigative activities, and liaison activities between the

Sheriff and the School; and under the direction of the School, the School Liaison Officer will serve as a resource for school staff and faculty, students, and parents on law enforcement-related issues.

Programmatic Reporting

Although the School Liaison Officer is an employee of the Sheriff, the success of the partnership relies on the collaboration between the Sheriff and the School. The School Liaison Officer will be guided by a joint School Liaison Officer Coordinating Committee, comprised of the Sheriff, the School Superintendent or designee, and the Clearwater County Attorney. The Coordinating Committee will meet on a quarterly basis, or more frequently as needed, during the school year.

Community Policing Activities

The School Liaison Officer will work with school staff and faculty, community agencies and officials, and other law enforcement personnel to address issues of student safety and crime in and around the School property. Some of the issues include:

- Identification of students involved in gang, alcohol, and/or drug activity.
- Development and implementation of strategies to reduce smoking, littering, and parking problems around School property.
- Expanding crime prevention efforts.
- Development and implementation of strategies to reduce the incidence of violence, bullying, and intimidation in and around School property.

Work Schedule

The School Liaison Officer shall be available for duty at the School when the School is in session in conjunction with the school year calendar. The School Liaison Officer's duty hours shall be determined by the provisions of the labor agreement between Clearwater County and the Teamsters Local 320. Whenever possible, it is the intent of the parties that the School Liaison Officer's duty hours shall conform to the school day. The Sheriff, with input from the School Liaison Officer and the School as needed, shall prepare the work schedule and provide a copy of the schedule to the School. The School Liaison Officer, as part of his/her responsibilities, may be required to attend and assist at certain extracurricular activities. These responsibilities shall be scheduled as part of the School Liaison Officer's duty hours.

Dress Code

The School Liaison Officer shall wear uniforms in compliance with and as authorized by the Sheriff. The Sheriff may designate that the School Liaison Officer wear plain clothes.

Training

The School Liaison Officer will be excused from duty in the School Liaison Program for police in-service and other training deemed necessary by the Sheriff or his/her designee. The Sheriff will attempt to minimize the training days during the school year.

Overtime

In the event the School Liaison Officer is to engage in duty work in excess of his/her normal hours resulting in overtime, such overtime must receive prior approval, consistent with the Sheriff's policies.

Incidents

Incidents occurring on or about the school property which require law enforcement intervention should be investigated by the School Liaison Officer, unless additional law enforcement resources are necessary or the School Liaison Officer is not on duty. The School Liaison Officer shall conduct such investigations in accordance with Sheriff Policy and procedure and prepare customary law enforcement reports.

Transportation of Students

The School Liaison Officer shall not transport students, except:

- When the student is a victim of a crime, under arrest, or some other emergency situation exists, or
- When the student has been suspended and/or sent home from school pursuant to school disciplinary actions, the student's parents/guardians have refused or are unable to pick up the student within a reasonable period of time, and the student is disruptive/disorderly and his/her continued presence on School property poses a threat to the safety and welfare of other students and/or school personnel.

Unless under arrest, a student shall not be transported to any location unless the student's parent/guardian is at that location to take custody of the student. The School Liaison Officer shall notify the School upon removing a student from School property.

Access to Education Records

School officials shall allow the School Liaison Officer to inspect and copy any records maintained by the School to the extent allowed by law. The School Liaison Officer shall be a member of the Clearwater County Child Protection Team and may access information in accordance with Minnesota Statutes Section 626.558. If some information in a student's record is necessary in an emergency situation to protect the health or safety of the student or other

individuals, School officials may disclose to the School Liaison Officer that information which is needed to respond to the emergency situation. This determination will be based on the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is requested by the School Liaison Officer, but no emergency situation exists, the information may be released only as allowed by law.

Evaluation of the School Liaison Officer

In June of each year the School will provide to the Sheriff a performance evaluation report of the School Liaison Officer. The evaluation report shall be in a format mutually agreed upon by the School and the Sheriff. The evaluation report will be used in the evaluation of the School Liaison Officer by the Sheriff in accordance with county and office policy.

Upon allegations of unlawful or improper conduct by the School Liaison Officer, the School may request immediate removal and/or reassignment of the School Liaison Officer. The Sheriff or his/her designee shall take disciplinary action consistent with the allegations pending completion of a joint Sheriff and School investigation into such allegations.

Upon appropriate documentation of unsatisfactory performance by the School Liaison Officer, the School may request removal and reassignment of the School Liaison Officer. The Sheriff has the authority to reassign the School Liaison Officer at any time.

Liability

Each party hereto shall be solely responsible and liable for the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. Each party shall and hereby does indemnify and hold harmless the other from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands, and payments of whatsoever kind and nature arising from and/or pertaining to the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. This indemnity and waiver shall apply solely with respect to the operation of the School Liaison Program.

Amendments

This Memorandum of Understanding may be amended only upon mutual written agreement executed by both parties.

Emergency Powers Unaffected

Notwithstanding any provision in this Memorandum of Understanding to the contrary, the Sheriff shall retain the authority to temporarily suspend the Sheriff's participation in this program

and reassign the School Liaison Officer in the event the Sheriff determines that such suspension and reassignment are necessary for the health, welfare, safety, and best interest of the community, and/or such is required by the Sheriff, ordinance, state law, and/or other exigent and/or compelling circumstances.

Exceptions

Nothing in this document is intended to be an all-inclusive list of duties, responsibilities, or projects. Other duties, responsibilities, or projects may be assigned to the program as necessary and required by the Sheriff to ensure the success of the program.

Term of Memorandum of Understanding

The parties agree that the term of this Memorandum of Understanding shall (be for the 2017-2018 academic school year) (be from September 1, 2017 to and including June 1, 2018.)

Cost of the Memorandum of Understanding

For the provision of a School Liaison Officer on School property, the School agrees to pay Clearwater County the sum of \$40,000.00 per academic school year due on or before December 31st of each year.

This Memorandum of Understanding may be cancelled by either party at any time, with or without cause, upon 30 days written notice to the other party. In the event of a cancellation, Clearwater County shall be entitled to payment, determined on a pro rata basis, for services provided.

Dated this ___ day of _____, 2017

Bagley Public Schools

Superintendent

Dated this 28 day of June, 2017

Clearwater County Sheriff's Office



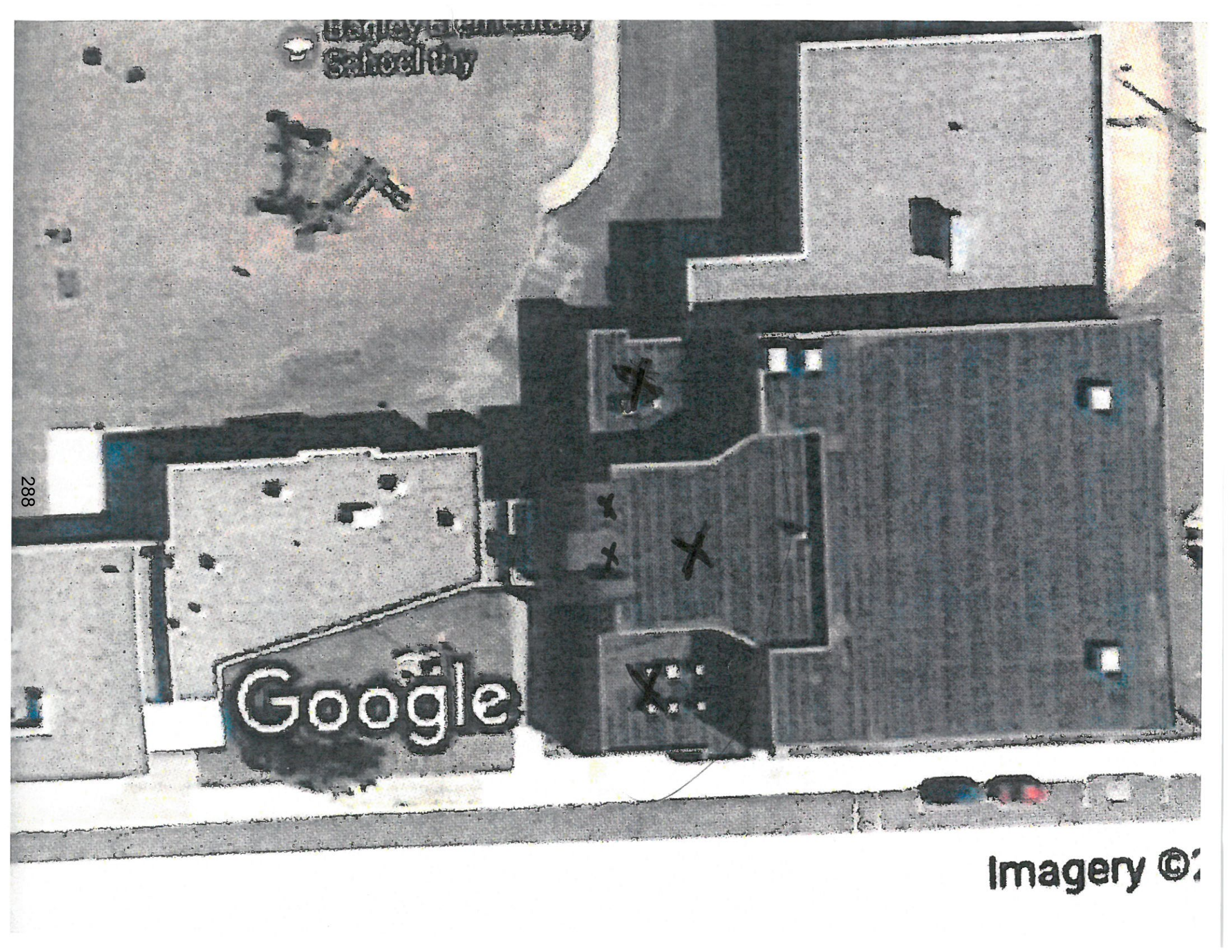
Darin Halverson, Sheriff

Busby Elementary
School

Google

288

Imagery ©



384924

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE 7/6/17
NAME Bayley Elementary School		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY Reboot	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
------------------------------	------	--------	--------	-----------	-------------	----------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Tear off old Rubber roof &		
2	Metal on Roof Above Elevator		
3	Above Old Band Room Above Stairwell,		
4	Above Kitchen, and Above Bath rooms		
5			
6	Screw Down Fiberboard 1/2"		
7	Put in new Drains. Glue Down		
8	New 60 mil Rubber. Put on new		
9	metal.		
10			
11			
12			
13			
14	Labour & Material	61694.88	
15			
16	Any fix of Broken or Rotten material		
17	is time & Material!		
18	Thank you R. J. [Signature]		
RECEIVED BY			

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

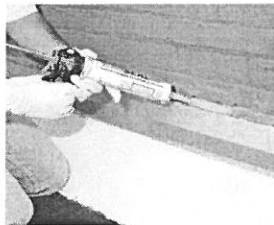
01-11

WTI General Services Proposal

Proposal Prepared for:

BAGLEY SCHOOLS
Attn: Mr. Dan Lavine
202 Bagley Ave. NW
Bagley, MN. 56621

PROPOSAL FOR:
Bus Garage Metal Roof



A Subsidiary of Tremco Incorporated

3735 Green Road, Beachwood, OH 44122 • www.tremcoroofing.com

8/25/14



June 8th, 2017

Mr. Dan Lavine
Bagley School District
202 Bagley Ave. NW
Bagley, MN 56621

RE: Bagley Elementary School - Roof Restoration Design and Budgeting

Dear Mr. Lavine,

We have prepared the following project scope of work and budgeting for the potential roof restoration of Roof Areas 2, 3, 5, 6 and 7 at Bagley Elementary School. A restoration is a cost-effective, proactive maintenance process designed to prolong the life of the current roof system. Restorations upgrade the performance of the existing roof and its components by identifying and repairing existing defects in addition to providing a new fluid-applied membrane to restore its waterproofing continuity. The restoration process will extend the useful service life of an existing roof system by 70-100% at less than the cost of a roof replacement project.

Project Scope of Work:

1. Procure roofing materials through the District's local service cooperative to eliminate costs associated with taxes and freight
2. Stage & set-up job
3. Remove approximately 420 LF of counter flashing and cap metal, cut out and remove 420 LF of tented EPDM flashing, fasten existing membrane to wall, splice new EPDM flashing membrane up the wall, reinstall counter flashing and cap metal to perimeter and seal with Tremseal S
4. Perform preventative maintenance on the existing EPDM roof system
 - a. Repair open laps
 - b. Repair open seams
 - c. Repair holes
5. Power wash and scrub clean Roof Areas 2, 3, 5, 6 and 7 with minimum 2000 psi power washer
6. Prime EPDM membrane with AlphaGuard WB Primer
7. Apply AlphaGuard Bio base coat at the required rate per manufacturer requirements (2 Gal/SQ)
8. Embed Permafab reinforcement mesh in the base coat over all laps, seams or curbs
9. Apply AlphaGuard Bio top coat at the required rate per manufacturer requirements (1 Gal/SQ)
10. Remove any construction debris, supplies and tools from rooftop and staging areas
11. Provide before and after photos and documentation
12. Provide 15-Year total system warranty

Total Budget: \$54,347.00

**The budget assumes that Roof Areas 2, 3, 5, 6 and 7 are dry without the presence of any wet insulation. Prior to the restoration project beginning an infrared scan will need to be performed to determine if there is any wet insulation. If wet insulation is found it will need to be removed and replaced per a fixed unit cost.*

Please feel free to contact us with any questions or concerns you may have regarding this project. We would love the opportunity to showcase our capabilities and the value we feel we can bring to the table.

Sincerely,

Ryan Palmer
Senior Field Advisor
Tremco Inc.
507-402-6783
rpalmer@tremcoinc.com

Craig Hulbert
Business Development Mgr.
Tremco Inc.
612-554-8662
chulbert@tremcoinc.com

Craig Hulbert
Field Advisor

Phone 952.835.5667
Cell 612.554.8662
Fax 952.835.5668
chulbert@tremcoinc.com
www.tremcoroofing.com

Restoration vs. Retro-fit

Initial cost:

Restoration \$6.00-\$7.00/sf

Retro-fit \$6.00-\$7.00/sf

Life expectancy 15-20 years

15-20 years

Year 20:

Recoat \$3.00-\$3.50/ sf

Repeat \$6.00-\$7.00/sf

35-40 year cost:

\$9.00-\$10.50/ sf

\$12.00-\$14.00/sf

Savings:

\$3.00-3.50/sf

Savings :\$22,800-\$26,600



PROPOSAL SUBMITTED TO <i>Bagley School</i>		DATE <i>June 30, 2017</i>
STREET <i>1130 Main Ave N</i>		PROJECT New Door For Freezer
CITY, STATE AND ZIP CODE <i>Bagley, MN 56621</i>		PHONE #
ATTENTION: <i>Jennifer</i>	ADDENDUMS:	Email <i>jhecht@bagley.k12.mn.us</i>

New Door Replacement	\$7,387.00
-----------------------------	-------------------

Quote Includes
New Bolt Door And Frame
Labor To Install
Materials To Install
Diamond Plate To Trim Out Door

Exclusions

HVAC
Electrical Wiring Of Any Kind
All piping 5 feet outside of building.
Premium Time
Hazardous Material Exposure
Repairs to existing equipment

We Propose

hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

PAYMENT to be made as the work progresses to the value of 100%(percent) of all work complete and material on the job site.

Signature _____

Date of Acceptance _____

Authorized

Bill Flaugse
 BH

Withdrawn by us if not accepted within **30** Days.



Quote

6/30/2017

Project:
 bagley school - milk cooler quote -
 2017

From:
 Culinox
 Lynell Johnson
 513 10th Ave. N
 Grand Forks, ND 58203-2460
 (701)746-8471

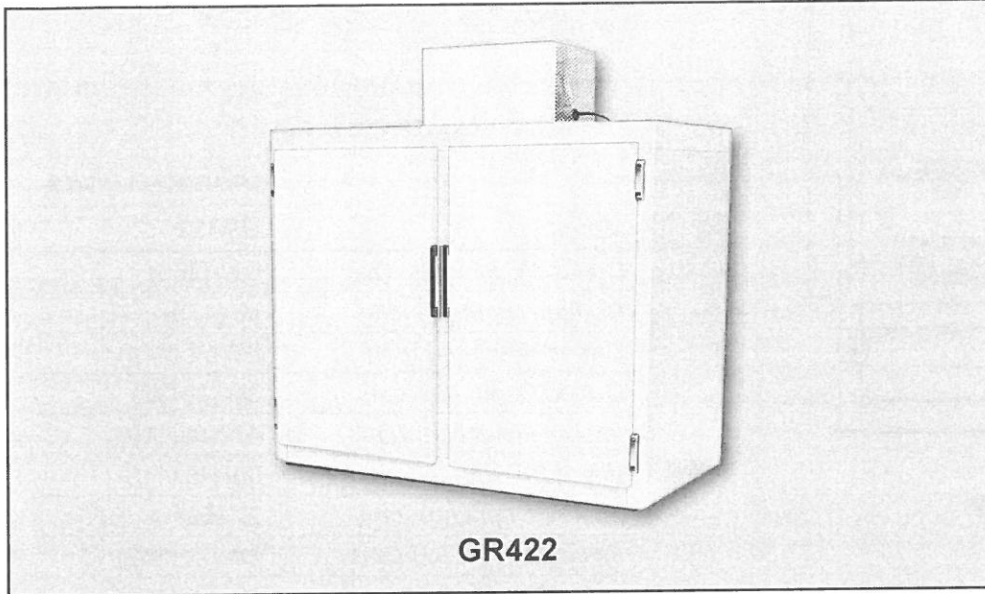
Item	Qty	Description	Sell	Sell Total
1	5 ea	MILK COOLER, STORAGE Nor-Lake Model No. GR422WVW/0 Milk Storage Cooler, 63-3/8" W, Two-Section, top mounted compressor, (28) case capacity, white exterior, galvanized interior, (6) 4" casters, 1/4 HP, 115v/60/1-ph, 5.8 amps, cord, NEMA 5-15P, UL, cUL, UL-Sanitation Listed 5 ea Standard warranty: 3 year parts and labor warranty, 5 year compressor 5 ea Replacement Parts warranty: 90 day warranty on replacement parts 5 ea Right door hinged right & left door hinged left, standard	\$3,240.46	\$16,202.30
			ITEM TOTAL:	\$16,202.30
2	3 ea	MILK COOLER Nor-Lake Model No. AR162WVS/0-A Open Front Milk Cooler, 62-5/8" W, drop front, 16 case capacity, heavy duty floor racks, thermometer, white enamel exterior, galvanized interior, locking swivel casters, 1/5 HP, 115v/60/1-ph, 3.3 amps, cord, NEMA 5-15P, UL, cUL, UL-Sanitation 3 ea Standard warranty: 3 year parts and labor warranty, 5 year compressor 3 ea Replacement Parts warranty: 90 day warranty on replacement parts	\$1,881.52	\$5,644.56
			ITEM TOTAL:	\$5,644.56
			Total	\$21,846.86

NOR-LAKE, INCORPORATED
 727 Second Street
 P.O. Box 248
 Hudson, Wisconsin 54016

800-955-5253
 715-386-2323
 866-961-5253 Parts
 800-388-5253 Service
 715-386-4291 FAX
 www.norlake.com



MILK COOLER STORAGE



PROJECT:

ITEM NUMBER:

MODEL NUMBER:

SPECIFICATIONS FOR: GR422

- **Exterior Finish:** Exterior front, back, sides, top and doors are white baked on enamel. All exterior joints and seams fold in without lap joints. No exposed raw edges.
- **Interior Finish:** The interior liner and door panel are 22 gauge galvanized steel.
- **Insulation:** The cabinet shell is insulated with 2-1/2 inches of fiberglass. The doors are foamed-in-place with polyurethane insulation.
- **Hardware:** Heavy duty, edge mounted pivot hinges, chrome plated pull handles with key locks and self adjusting magnetic gaskets. Six 4" casters.
- **Electrical:** Top mounted air cooled condensing unit and interior mounted evaporator are standard. The evaporator is copper tube, aluminum fin. Refrigerant flow is controlled by a thermostatic expansion valve increasing the ability of the refrigerator to meet varying load conditions. 1/4 HP condensing unit. Operating temperature: +36°F.
- **Instrumentation:** 115/60/1. Cord and plug furnished.
- **Refrigeration:** Holds 28 cases of milk. 42 cubic feet of storage in only 15 square feet of floor space.
- **Approvals:** UL, C-UL and UL Sanitation listed **

STANDARD FEATURES

- Air cooled condensing unit
- Automatic defrost
- Exterior doors (2)
- Galvanized steel interior
- Hanging thermometer
- Key locks
- Interior shelving
- Magnetic gasketing
- Operating temperature: +36°F
- Power cord and plug furnished
- Stocked for same day shipment
- White baked on enamel exterior
- Six 4" casters

OPTIONAL FEATURES*

- UL, C-UL & UL Sanitation listed **
- Warranties: 3 year parts/labor, 5 year compressor
- Condensate vaporizer with drain line kit
- Legs



Nor-Lake, Inc.
 Registered to ISO 9001:2008
 File No. 10001816

*Most options are available one week from receipt of order. Please contact us for specific questions.
 **C-UL is Underwriters Laboratories Safety Certification Mark which indicates that UL has tested the equipment to applicable CSA Standards.
 ***UL Sanitation is Underwriters Laboratories Sanitation Mark which indicates that UL has tested the equipment to applicable NSF Standards.

MILK COOLER STORAGE



OPEN FRONT MILK COOLERS



PROJECT:

.....

ITEM NUMBER:

.....

MODEL NUMBER:

.....

OPEN FRONT MILK COOLERS

SPECIFICATIONS FOR: AR082-A, AR122-A & AR162-A

- **Exterior Finish:** The self-service doors are stainless steel, the remaining exterior is white enamel over smooth steel. The remaining exterior is available in stainless steel (shown). There are no exposed raw edges since all exterior joints and seams fold in without lap joints.
- **Interior Finish:** The self-service doors and the remaining interior is galvanized steel. Stainless steel interior is available as an option.
- **Insulation:** The cabinet is insulated with 2 inches foamed-in-place polyurethane insulation.
- **Hardware:** The milk coolers are equipped with easy roll locking swivel casters and heavy duty floor racks. The gasketed, insulated door with chrome plated hinges opens for small child self service, closes and locks. A drain is standard with every unit.
- **Instrumentation:** Thermometer measures temperature in °F.
- **Refrigeration:** Self-contained R-134a refrigeration system. The evaporator is a cold wall evaporator in the cabinet with no moving parts which allows more room for product. The condenser is an air cooled, copper tube and aluminum finned coil which is mounted on the base of the unit. Compressor is 1/5 HP. Adjustable temperature control to optimize product temperature. Operating temperature: 38°F.
- **Electrical:** 115 volt, 60 Hz, 1 phase with cord and plug.

	Cases with Cartons				Loose Carton (without cases)			
	13 x 13 x 11H		19 x 13 x 11H		Flat Top		Peaked Top (Gable)	
	Cases	Cartons	Cases	Cartons	1/2 Pt.	1 Pt.	1/2 Pt.	1 Pt.
AR082-A:	8	352	4	288	864	432	680	430
AR122-A:	12	528	8	576	1368	684	1020	645
AR162-A:	16	704	12	864	1800	900	1360	860

STANDARD FEATURES

- Adjustable temperature control
- Air cooled condensing unit
- Cold wall evaporator
- Exterior stainless steel doors
- Fold back doors
- Four swivel casters, two locking
- Gasketed locking doors
- Epoxy coated heavy duty floor racks
- Interior galvanized steel
- Keyed lock
- NSF listed thermometer and drain
- Operating temperature: 38°F
- Power cord and plug furnished
- **Stocked for same day shipment**
- White exterior
- UL, C-UL, UL Sanitation listed**
- Warranties: 3 year parts and labor, 5 year construction, 5 year compressor

OPTIONAL FEATURES*

- Corner bumpers
- Laminate for top, front, sides and back
- Stainless steel exterior
- Stainless steel interior



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To:
 US Foods - GFG Grand Forks
 Bobbi Jo Hahn
 4601 32nd Ave. S
 Grand Forks, ND 58201-3302

Project:
 BAGLEY PUBLIC SCHOOL
 Premier
 Bagley, MN 56621

From:




Customer ID: 665783
 Quote: BAGLEY_P


Job Reference Number: 1915885C

Consultant: US Foods Culinary Equipment & Supplies (Rachel Medrano)

PRICES REFLECT PREMIER CUSTOMER PRICING

SPECIAL NOTE: The product in this quote qualifies for the applicable USF operational incentive and fast pay rebates for which you may qualify.

Item	Qty	Description	Sell	Sell Total
1	5 ea	MILK COOLER, STORAGE  Nor-Lake Model No. GR422WVW/0 Milk Storage Cooler, 63-3/8" W, Two-Section, top mounted compressor, (28) case capacity, white exterior, galvanized interior, (6) 4" casters, 1/4 HP, 115v/60/1-ph, 5.8 amps, cord, NEMA 5-15P, UL, cUL, UL-Sanitation Listed 5 ea Standard warranty: 3 year parts and labor warranty, 5 year compressor 5 ea Replacement Parts warranty: 90 day warranty on replacement parts 5 ea Right door hinged right & left door hinged left, standard	\$3,344.23	\$16,721.15
			ITEM TOTAL:	\$16,721.15
2	3 ea	MILK COOLER  Nor-Lake Model No. 6706972 Open Front Milk Cooler, 62-5/8" W, drop front, 16 case capacity, heavy duty floor racks, thermometer, stainless steel exterior and interior, locking swivel casters, 1/5 HP, 115v/60/1-ph, 3.3 amps, cord, NEMA 5-15P, UL, cUL, UL-Sanitation	\$2,126.22	\$6,378.66
			ITEM TOTAL:	\$6,378.66
3	1 ea	FLYER  Culinary Equipment and Supplies Model No. CORE 2017 Equipment & Supplies Core Essentials Ask your salesperson for details		
4	1 ea	FLYER		

Item	Qty	Description	Sell	Sell Total
		Culinary Equipment and Supplies Model No. PREMIER PREFERRED VENDOR Ask your US Foods representative today about Preferred Supplier Program		

Merchandise	\$23,099.81
Shipping & Handling	\$1,242.71
Total	\$24,342.52

Prices Good Until: 08/11/2017

IMPORTANT NOTES

1. Quote valid through date shown above.
2. Any changes will negate this quote (including freight). Changes include but are not limited to quantities and omission/addition of an item.
3. Prices quoted are per manufacturer's standard spec and do not include any optional accessories unless specified.
4. Freight, liftgate, installation, delivery, "set in place" or applicable sales taxes are not included unless noted.
5. All returns are subject to restock fee plus freight.
6. Images may not accurately represent items being quoted.

THANK YOU FOR YOUR ORDER!

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$24,342.52

NOR-LAKE, INCORPORATED
 727 Second Street
 P.O. Box 248
 Hudson, Wisconsin 54016

800-955-5253
 715-386-2323
 866-961-5253 Parts
 800-388-5253 Service
 715-386-4291 FAX
 www.norlake.com



MILK COOLER STORAGE



PROJECT:

 ITEM NUMBER:

 MODEL NUMBER:

MILK COOLER STORAGE

SPECIFICATIONS FOR: GR422

- **Exterior Finish:** Exterior front, back, sides, top and doors are white baked on enamel. All exterior joints and seams fold in without lap joints. No exposed raw edges.
- **Interior Finish:** The interior liner and door panel are 22 gauge galvanized steel.
- **Insulation:** The cabinet shell is insulated with 2-1/2 inches of fiberglass. The doors are foamed-in-place with polyurethane insulation.
- **Hardware:** Heavy duty, edge mounted pivot hinges, chrome plated pull handles with key locks and self adjusting magnetic gaskets. Six 4" casters.
- **Electrical:** Top mounted air cooled condensing unit and interior mounted evaporator are standard. The evaporator is copper tube, aluminum fin. Refrigerant flow is controlled by a thermostatic expansion valve increasing the ability of the refrigerator to meet varying load conditions. 1/4 HP condensing unit. Operating temperature: +36°F.
- **Instrumentation:** 115/60/1. Cord and plug furnished.
- **Refrigeration:** Holds 28 cases of milk. 42 cubic feet of storage in only 15 square feet of floor space.
- **Approvals:** UL, C-UL and UL Sanitation listed **

STANDARD FEATURES

- Air cooled condensing unit
- Automatic defrost
- Exterior doors (2)
- Galvanized steel interior
- Hanging thermometer
- Key locks
- Interior shelving
- Magnetic gasketing
- Operating temperature: +36°F
- Power cord and plug furnished
- Stocked for same day shipment
- White baked on enamel exterior
- Six 4" casters

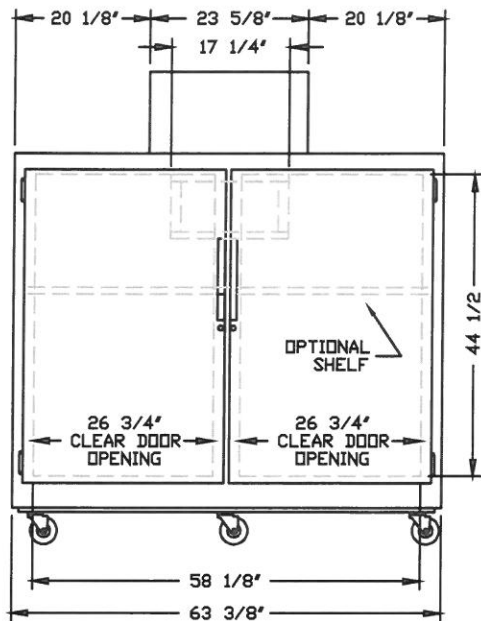
OPTIONAL FEATURES*

- UL, C-UL & UL Sanitation listed **
- Warranties: 3 year parts/labor, 5 year compressor
- Condensate vaporizer with drain line kit
- Legs

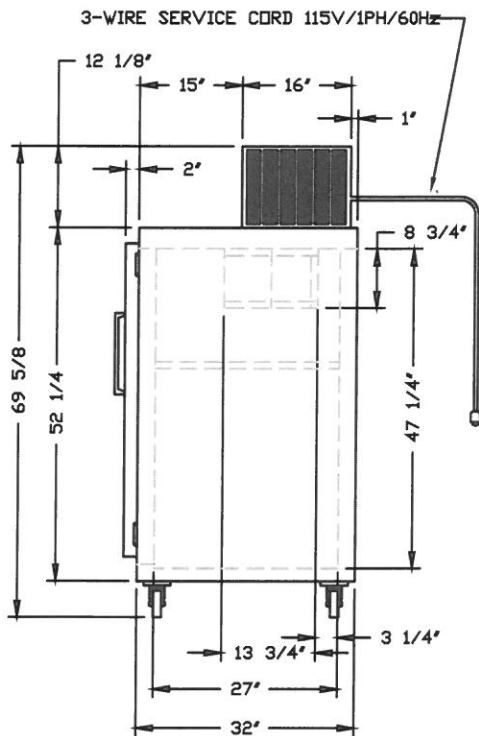


Nor-Lake, Inc.
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FRONT VIEW

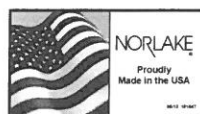


SIDE VIEW

SPECIFICATIONS

Model	GR422
Crated Weight (lbs) (kg)	597 (269)
Crated Height (in) (cm)	70 (175)
Crated Width (in) (cm)	69-1/2 (174)
Crated Depth (in) (cm)	39-1/2 (99)
Interior Height (in) (cm)	47-1/4 (118)
Interior Width (in) (cm)	58-1/8 (143)
Interior Depth (in) (cm)	27 (68)
Overall Height (in) (cm)	64-7/8 (162)
Overall Width (in) (cm)	63-3/8 (160)
Overall Depth (in) (cm)	34 (85)
Gross Cubage (CuFt) (L)	42.0 (1189)
Number of Casters	6
Condensing Unit Size	1/4 HP
Refrigerant	R-134a
Electrical Characteristics	115/60/1
Cord & Plug Furnished	Yes
NEMA Plug Configuration	5-15P
Total Amp Draw	5.8

Specifications subject to change without notice.



NORLAKE[®]

Revision Date: 06/15
 © 2015 NOR-LAKE, INC.
 Printed in the U.S.A.
 Part Number: 089718



OPEN FRONT MILK COOLERS

OPEN FRONT MILK COOLERS



AR122-A

PROJECT:

ITEM NUMBER:

MODEL NUMBER:

SPECIFICATIONS FOR: AR082-A, AR122-A & AR162-A

- **Exterior Finish:** The self-service doors are stainless steel, the remaining exterior is white enamel over smooth steel. The remaining exterior is available in stainless steel (shown). There are no exposed raw edges since all exterior joints and seams fold in without lap joints.
- **Interior Finish:** The self-service doors and the remaining interior is galvanized steel. Stainless steel interior is available as an option.
- **Insulation:** The cabinet is insulated with 2 inches foamed-in-place polyurethane insulation.
- **Hardware:** The milk coolers are equipped with easy roll locking swivel casters and heavy duty floor racks. The gasketed, insulated door with chrome plated hinges opens for small child self service, closes and locks. A drain is standard with every unit.
- **Instrumentation:** Thermometer measures temperature in °F.
- **Refrigeration:** Self-contained R-134a refrigeration system. The evaporator is a cold wall evaporator in the cabinet with no moving parts which allows more room for product. The condenser is an air cooled, copper tube and aluminum finned coil which is mounted on the base of the unit. Compressor is 1/5 HP. Adjustable temperature control to optimize product temperature. Operating temperature: 38°F.
- **Electrical:** 115 volt, 60 Hz, 1 phase with cord and plug.

	Cases with Cartons				Loose Carton (without cases)			
	13 x 13 x 11H		19 x 13 x 11H		Flat Top		Peaked Top (Gable)	
	Cases	Cartons	Cases	Cartons	1/2 Pt.	1 Pt.	1/2 Pt.	1 Pt.
AR082-A:	8	352	4	288	864	432	680	430
AR122-A:	12	528	8	576	1368	684	1020	645
AR162-A:	16	704	12	864	1800	900	1360	860

STANDARD FEATURES

- Adjustable temperature control
- Air cooled condensing unit
- Cold wall evaporator
- Exterior stainless steel doors
- Fold back doors
- Four swivel casters, two locking
- Gasketed locking doors
- Epoxy coated heavy duty floor racks
- Interior galvanized steel
- Keyed lock
- NSF listed thermometer and drain
- Operating temperature: 38°F
- Power cord and plug furnished
- **Stocked for same day shipment**
- White exterior
- UL, C-UL, UL Sanitation listed**
- Warranties: 3 year parts and labor, 5 year construction, 5 year compressor

OPTIONAL FEATURES*

- Corner bumpers
- Laminate for top, front, sides and back
- Stainless steel exterior
- Stainless steel interior

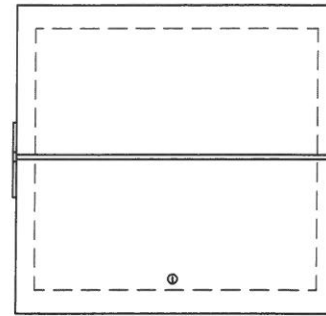
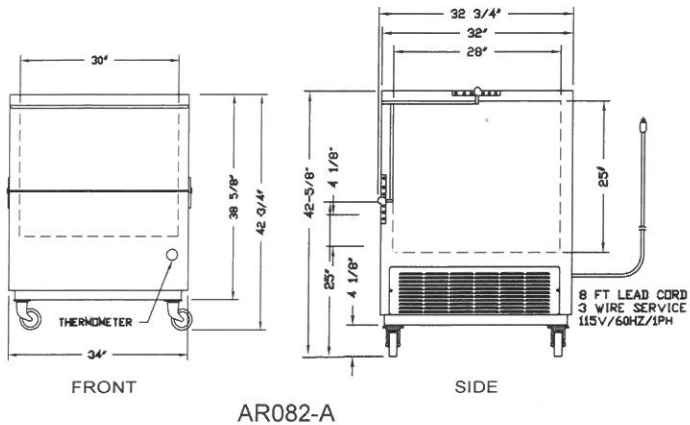


Nor-Lake, Inc.
Registered to ISO 9001:2008
File No. 10001816

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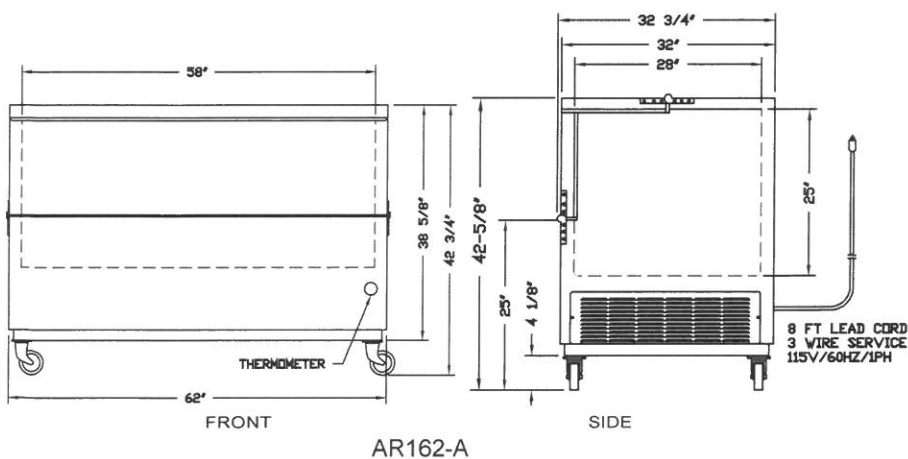
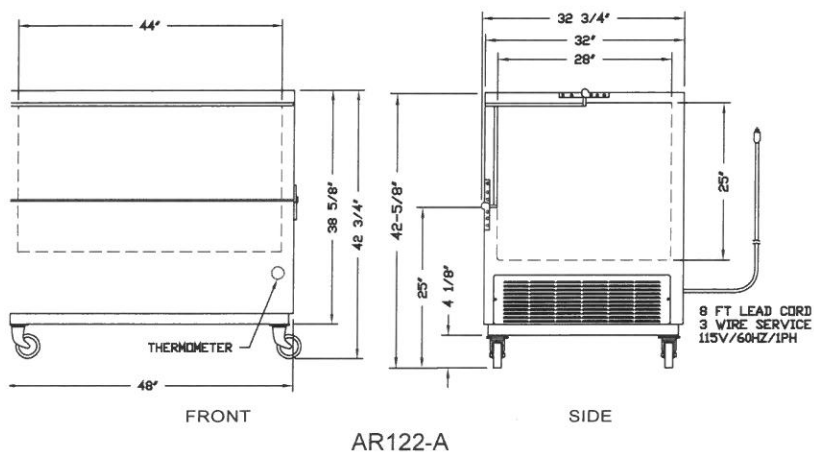
**UL Sanitation is Underwriters Laboratories Sanitation Mark which indicates that UL has tested the equipment to applicable NSF Standards.



SPECIFICATIONS

Model	AR082-A	AR122-A	AR162-A
Crated Height	43"	43"	43"
Crated Width	37-1/2"	51-1/2"	65-1/2"
Crated Depth	36"	36"	36"
Crated Weight (lbs.)	326	352	484
Interior Height	25"	25"	25"
Interior Width	30"	44"	58"
Interior Depth	28"	28"	28"
Overall Height	43-5/8"	43-5/8"	43-5/8"
Overall Width	34-5/8"	48-5/8"	62-5/8"
Overall Depth	32-3/4"	32-3/4"	32-3/4"
Gross Cubage (ft ³)	12.15	17.8	23.5
Number of Floor Racks	2	3	4
Number of Casters	4	4	4
Condensing Unit Size	1/5 HP	1/5 HP	1/5 HP
Refrigerant	R-134a	R-134a	R-134a
Electrical Characteristics	115/60/1	115/60/1	115/60/1
Cord and Plug Furnished	Yes	Yes	Yes
Nema Plug Configuration	5-15P	5-15P	5-15P
Total Amp Draw	3.3	3.1	3.3

Specifications subject to change without notice.



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