

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: July 19, 2018

A Regular School Board Meeting of the Board of Education will be held July 24, 2018 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**

**4. CONSENT AGENDA**

A. Minutes

1) June 18 Regular School Board Meeting 6  
June 19 Special School Board Meeting

B. Invoices - July 2018 - \$645,808.54 - Ch# 59145-59253 10

C. Hand Payables - June 2018 - \$57,146.18 - Ck# 32608-32626 33

D. Statement of Cash Balances - June 2018 - \$4,089,562.94 37

E. Budget Comparison 38

F. Wires Payments - June 2018 - \$673,244.41 39

G. MSBA Association Dues and Policy Services Renewal SY 2018-2019 - \$5,085

H. Change of Authorization

1) To authorize Dixie Boe to sign and validate checks and disbursements of funds from the Bagley Elementary Auxiliary Account and naming Kristi Moritz as the Caretaker/Manager of the account.

2) To authorize Carrie Ham and Kim Halverson to sign and validate checks and disbursements of funds from the Bagley High School Auxiliary Account and naming Anthony Kerr as the Caretaker/Manager of the account.

3) Naming Kristi Moritz as the authorized contact person for Title I and Title II Part A.

I. Principal Name Change in Policies	
1) Policy 311 - Administrative Information	42
2) Policy 402 - Disability Nondiscrimination	43
3) Policy 521 - Student Disability Nondiscrimination	47
4) Policy 522 - Student Sex Nondiscrimination	52
5) Policy 555 - Section 504 Policy	57
6) Policy 840F - Facility Use Form	62
<b>5. COMMUNICATIONS</b>	
<b>6. STUDENT INPUT AND RECOGNITION</b>	
<b>7. PUBLIC PARTICIPATION</b>	
<b>8. COMMITTEE REPORTS</b>	
A. Transportation	
B. Policy	
C. Facilities	
D. Negotiations	
E. Athletics	
F. Security	
G. Wellness	
H. Other	
<b>9. REPORTS AND PRESENTATIONS</b>	
A. Student Handbooks	
1) Elementary School Handbook - Kristi Moritz	63
2) High School Handbook - Tony Kerr	102
B. 6th Grade STAR Overnight Trip to Concordia Language Village	146
C. Policy First Reading & Comments	
1) Policy 102 - Equal Educational Opportunity - Revised	148
2) Policy 205 - Open Meetings and Closed Meetings - Revised	153
3) Policy 401 - Equal Employment Opportunity - Revised	161
Policy 401F - Equal Employment Opportunity Discrimination Grievance Report Form	
4) Policy 413 - Harassment and Violence - Revised	172
Policy 413F - Harassment and Violence Report Form - Revised	
5) Policy 707 - Transportation of Public School Students - NEW	186

6) Policy 708 - Transportation of Nonpublic School Students - NEW	195
7) Policy 709 - Transportation Safety Policy - Revised	198
Items highlighted in yellow, are not found in State model policy.	
8) Policy 722 Public Data Requests - NEW	217

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:

- \* \$500.00 from Gary Bratvold for High Flyer Scholarship
- \* \$415.00 from White Earth Tribal Council for Band Trip
- \* \$35.00 from Lee Furuseth for Student Activities
- \* \$1,000.00 from Choice Therapy for Summer Rec.
- \* \$300.00 from Clearwater/Polk Electric for Elementary - Accelerated Reader
- \* \$250.00 from Clearwater/Polk Electric for Summer Reading Program
- \* \$500.00 from Clearwater/Polk Electric for ECI Program
- \* \$600.00 from Clearwater/Polk Electric for Elementary Library
- \* \$430.00 from Minnesota Historical Society for History Day Trip Support

B. Long-term Facility Maintenance Revenue/Expenditure - 10 year plan	224
C. Contract for School Liaison Officer for 2018-2019 SY Contract amount is the same as last year - \$40,000	
D. Nursing Service Contract	241
Due to a decrease in Mental Health Collaborative funds and additional half hour per day, the rate for School Health Para has increased by \$13,495 for the 2018-2019 SY.	
E. 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.	
F. Milk Bids	243
It is recommended that we accept Land O Lakes escalator milk bid for the 2018-2019 SY.	
G. Bread Bids	245
It is recommended that we accept Bimbo Bakeries USA bread bid for the 2018-2019 SY.	
H. Meal Price for 2018-2019 SY	
It is recommended that the meal and milk prices for the 2018-2019 SY remain the	

same as the 2017-2018 SY.

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

Elementary: \$2.50

High School: \$2.65

Milk – \$0.30

Soy Milk - \$0.70

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

The following will remain the same price as the 2018-2019 SY unless MDE requires us to increase our prices.

Adult Breakfast: **\$2.25**

Adult Lunch: **\$3.85**

- I. Authorize the My Payment Network to pass convenience fee to the Payer when using SchoolPay online payment.

Transaction Fees

2.99% + 30 cents for qualified transactions (VISA, MasterCard, Discover)

\$0.25 for American Express transactions

.75% + 50 cents for electronic check transaction

Food Service Convenience Fee

\$1.95 per transaction

The district is currently assessed the transaction fees. \$3,464 for the 2017-18 SY.

- J. BHS Athletic Statement - 2018-2019

247

- K. Athletic Fees 2018-2019

**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)

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.

- L. Staffing

1) Resignation - Matt Tradewell, Special Education Teacher

- 2) Resignation - Sarah Johnson, Para Educator
- 3) Hire - Mark Aamodt as a Technology Assistant, effective July 2, 2018. 255
- 4) Termination - Debra Beaudreau, Food Service Support Staff
- 5) Hire - Kathleen Sloan for a .5FTE ADSIS Reading Recovery Teacher position for the 2018-19 SY
- 6) Hire - Julie Paulson for a .5FTE ADSIS Reading Recovery Teacher position for the 2018-19 SY
- M. Federal Impact Aid Notification to Parents and Survey 257
- N. Payment of remaining balance due to Darin Halvorson for the high school reroofing project in the amount of \$108,458.10.
- O. SFM - Work Comp bill in the amount \$20,087.00
- P. Purchase of a 2019 Suburban in the amount of \$53,895.00 off the State Bid. 259  
The 12-passenger van that we planned to purchase is not certified to carry students in Minnesota. The transportation department was able to cancel the van order but is requesting to purchase a 9-passenger Suburban in its place. Price difference is an increase of \$15,260.

11. **NEXT MEETINGS AGENDA ITEMS - *Chairman Broden***

12. **MEETING SCHEDULE - Chairman Broden**

Monday, August 20, 2018, at 7:30 p.m. in High School Room 101

13. **ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
JUNE 18, 2018  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on June 18, 2018, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, Renee Benson, Jeremy Davies, Jamie Grover and Superintendent Cairns. Members absent: LeAnn Agnes.

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

1. A motion was made Jeremy Davies, seconded by Renee Benson to accept the school recycling program grant, approve the required cash match of \$9,200, and authorize the Superintendent to sign on behalf of the School District.
2. A motion was made by Jeremy Davies, seconded by Renee Benson to approve the following consent agenda items:
  - A. June 4 Special Meeting and Regular Meeting Minutes
  - B. June 2018 Invoices – \$206,203.34 – Ck #59064-59144
  - C. May 2018 Hand Payables – \$143,213.36 – Ck #32537-32607
  - D. May 2018 Statement of Cash Balances – \$4,507,825.20
  - E. May 2018 Budget Comparison
  - F. May 2018 Wires Payments – \$349,291.29
  - G. BES & BHS Auxiliary AccountsMotion passed 5-0.
3. Chairman Broden reported that the Superintendent evaluation was held in a closed session on June 4. Superintendent Cairns' performance is satisfactory or above satisfactory at this time.
4. Neltson McPherson asked if the Board has addressed the issue of illegal adjustment of pay structure. Chairman Broden feels that the issue has been addressed. Going forward, any questions regarding pay or contracts should be addressed with HR/Payroll.
5. First Reading of Policy 206 & 206F – Public Participation in School Board Meetings and Public Input.
6. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve updates to the discipline policy and procedures in the BHS Student Handbook with corrections. Motion passed 5-0.
7. A motion was made by Renee Benson, seconded by Amy Fontaine 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:

\* \$1,000.00 from White Earth Tribal Council for End of year expenses/Title VI and AIEA

\* \$200.00 from White Earth Tribal Council for End of year expenses/Title VI and AIEA

Motion passed 5-0.

8. A motion was made by Amy Fontaine, seconded by Jeremy Davies 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 2017-2018 school year and to prepare for the annual school audit. Motion passed 5-0.

9. A motion was made by Wendy Fultz, seconded by Amy Fontaine to authorize the MREA membership renewal FY 2018-2019 in the amount of \$2,223.00. Motion passed 5-0.
10. A motion was made by Amy Fontaine, seconded by Renee Benson to approve the 2018-2019 SY preliminary budget. Motion passed 5-0.
11. A motion was made by Amy Fontaine and seconded by Jeremy Davies and carried to adopt the following resolution:

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.162 shall begin on July 31, 2018 and shall close on August 14, 2018. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO.162  
BAGLEY PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 162 shall begin on July 31, 2018, and shall close at 5:00 o'clock p.m. on August 14, 2018.

The general election shall be held on Tuesday, November 6, 2018. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 202 Bagley Avenue NW, Bagley, MN 56621. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

June 18, 2018

**BY ORDER OF THE SCHOOL BOARD**

\_\_\_\_\_  
Wendy Fultz  
School District Clerk

12. A motion was made by Wendy Fultz, seconded by Amy Fontaine to hire Ashley Mayer as a highly-qualified paraeducator contingent upon background check and meeting the No Child Left Behind requirements. Motion passed 5-0.
13. A motion was made by Amy Fontaine, seconded by Jeremy Davies to accept the resignation of Sherri Maruska. Motion passed 5-0.
14. Director Jamie Grover enters the meeting.
15. A motion was made by Jeremy Davies, seconded by Jamie Grover to approve the K-6 Literacy Plan and Read Well by Third Grade Plan, posting to the district website and submission to MDE. Motion passed 6-0.
16. Superintendent Cairns apprised the Board that one of the principal candidates, if offered the position, has requested to negotiate a contract prior to accepting the position. A short discussion was held by the Board members.

A motion was made by Amy Fontaine, seconded by Wendy Fultz that the Board will not negotiate a new high school principal contract. Motion passed 6-0.

17. ITEMS FOR THE NEXT AGENDA:

- A. Bread and Milk Bids
- B. Meal Prices for 2018-2019SY
- C. Student Handbooks – BES & BHS
- D. Second Read & Adoption – Policy 206 & 206F Public Participation in School Board Meetings
- E. Staffing

18. Special School Board meetings will be held on June 19, 2018, at 5:30 p.m. in High School Room 100 to interview and hire a high school principal.
19. The next regular School Board meeting will be held on July 16, 2018, at 7:30 p.m. in High School Room 101.
20. A motion was made by Amy Fontaine to adjourn the meeting at 8:39 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  
JUNE 19, 2018  
MINUTES**

The special meeting of the School Board, Independent School District #162 was held on June 19, 2018, at 5:30 p.m. at High School Room 100. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, Renee Benson, Jeremy Davies, Jamie Grover and Superintendent Cairns. Members absent: LeAnn Agnes.

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

1. Interviews were held for the High School Principal finalists – Craig DeYoung and Anthony Kerr.
2. A motion was made by Jeremy Davies, seconded by Renee Benson to hire Anthony Kerr as the Bagley High School Principal, effective July 1, 2018, contingent upon receipt of a satisfactory background check. Motion passed 6-0.
3. A motion was made by Amy Fontaine to adjourn the meeting at 7:28 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 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59145	00396		ACT		Check		
				E 01	300 710 000 461 000	Standardized Tests-HS Guidance Office		\$2,091.00	
PO#:	Voucher #:	68401	Invoice	Invoice No:	130176	7/16/2018		Paid Amt:	\$2,091.00
								Check Amount:	\$2,091.00
0162	FNB	59146	04003		ADA BADMINTON & TENNIS		Check		
				E 01	300 241 000 430 000	PLEASE SEE ATTACHED QUOTE		\$1,108.00	
PO#: 67310	Voucher #:	68412	Invoice	Invoice No:	K-2074	7/16/2018		Paid Amt:	\$1,108.00
								Check Amount:	\$1,108.00
0162	FNB	59147	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$41.89	
PO#:	Voucher #:	68384	Invoice	Invoice No:	3501234293	7/16/2018		Paid Amt:	\$41.89
								Check Amount:	\$41.89
0162	FNB	59148	02343		AMSTERDAM PRINITNG AND LITHO		Check		
				E 01	300 211 000 401 000	30352 ACADEMIC CALENDAR - REFILL		\$101.50	
				E 01	300 211 000 401 000	SHIPPING		\$29.85	
PO#: 67285	Voucher #:	68278	Invoice	Invoice No:	5999279	7/16/2018		Paid Amt:	\$131.35
				E 01	100 050 000 401 000	CUSTOM CALENDARS		\$179.00	
				E 01	100 050 000 401 000	PLATE SET UP		\$19.95	
				E 01	100 050 000 401 000	SHIPPING		\$47.45	
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE		\$0.00	
PO#: 67156	Voucher #:	68376	Invoice	Invoice No:	6009724	7/16/2018		Paid Amt:	\$246.40
								Check Amount:	\$377.75
0162	FNB	59149	03349		ARROW PRINTING		Check		
				E 01	100 050 000 401 000	ADMIT SLIPS - 10,000		\$323.95	
				E 01	100 050 000 401 000	SHIPPING		\$14.23	
PO#: 67186	Voucher #:	68428	Invoice	Invoice No:	95477	7/16/2018		Paid Amt:	\$338.18
								Check Amount:	\$338.18
0162	FNB	59150	04830		BAGLEY AUTO VALUE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$99.84	
PO#:	Voucher #:	68369	Invoice	Invoice No:	JUNE18	7/16/2018		Paid Amt:	\$99.84
								Check Amount:	\$99.84
0162	FNB	59151	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$281.05	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$363.10	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$2,438.67	
PO#:	Voucher #:	68475	Invoice	Invoice No:	JUNE18	7/16/2018		Paid Amt:	\$3,082.82
								Check Amount:	\$3,082.82

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59152	05980		<b>BAGLEY MERCANTILE HARDWARE,INC</b>		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$24.94
<b>PO#:</b>	<b>Voucher #:</b>	<b>68478</b>	Invoice		<b>Invoice No: JUNE18</b>	<b>7/16/2018</b>	<b>Paid Amt: \$24.94</b>
							<b>Check Amount: \$24.94</b>
0162	FNB	59153	1625		<b>BARTON READING &amp; SPELLING SYSTEM</b>		Check
				E 01	100 216 401 430 000	LEVEL 3 - CLOSED SYLLABLES & UNITS - N	\$290.00
				E 01	100 216 401 430 000	LEVEL 4 - SYLLABLE DIVISION & VOWEL TI	\$290.00
				E 01	100 216 401 430 000	SHIPPING	\$29.90
<b>PO#: 67251</b>	<b>Voucher #:</b>	<b>68427</b>	Invoice		<b>Invoice No: 88-71213</b>	<b>7/16/2018</b>	<b>Paid Amt: \$609.90</b>
							<b>Check Amount: \$609.90</b>
0162	FNB	59154	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		Check
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted	\$6,618.68
<b>PO#:</b>	<b>Voucher #:</b>	<b>68354</b>	Invoice		<b>Invoice No: 062918</b>	<b>7/16/2018</b>	<b>Paid Amt: \$6,618.68</b>
			E 01	005 760 723 396 000	Special Ed Salary - Purchased	\$1,266.89	
			E 01	005 760 723 397 000	Special Ed Fringe - Purchased	\$191.93	
			E 01	005 406 740 396 000	Visually Impaired Salary - Purchased	\$4,296.00	
			E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased	\$1,190.62	
			E 01	005 408 740 396 000	Purchased Salaries	\$7,862.68	
			E 01	005 408 740 397 000	Purchased Benefits	\$1,191.19	
			E 01	005 411 740 396 000	Autism Salary - Purchased	\$2,749.16	
			E 01	005 411 740 397 000	Autism Fringe - Purchased	\$2,009.03	
			E 01	005 416 740 396 000	Multi Needs Spec Ed Salary - Purc	(\$533.15)	
			E 01	005 416 740 397 000	Multi Needs Spec Ed Salary - Purc	\$612.47	
			E 01	005 420 740 396 000	Special Ed Salary - Purchased	(\$111.28)	
			E 01	005 420 740 397 000	Special Ed Salary - Purchased	\$3,016.74	
			E 01	100 401 740 396 000	Speech Salary- Purchased	\$4,530.06	
			E 01	100 401 740 397 000	Speech Fringe - Purchased	\$4,199.52	
			E 01	100 402 740 396 000	Speech Salary- Purchased	\$4,806.81	
			E 01	100 402 740 397 000	MM- Cognitive Dis. Salary - Purchased	\$3,386.49	
			E 01	100 407 740 396 000	Special Ed Salary - Purchased	\$2,084.36	
			E 01	100 407 740 397 000	Special Ed Fringe - Purchased	\$315.78	
			E 01	100 408 740 396 000	EBD Salary - Purchased	\$14,701.30	
			E 01	100 408 740 397 000	EBD Fringe - Purchased	\$2,677.24	
			E 01	100 410 740 396 000	Other Health Dis. Salary - Purchased	\$1,136.92	
			E 01	100 410 740 397 000	Other Health Dis. Fringe - Purchased	\$172.25	
			E 01	100 411 740 396 000	Autism Salary - Purchased	\$998.49	
			E 01	100 411 740 397 000	Autism Fringe - Purchased	\$525.73	
			E 01	100 412 740 396 000	ECSE Salary - Purchased	\$16,204.30	
			E 01	100 412 740 397 000	ECSE Fringe - Purchased	\$11,221.82	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59154	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		<b>Check</b>
				E 01	100 416 740 396 000	Multi Needs Salary - Purchased	\$7,259.44
				E 01	100 416 740 397 000	Multi Needs Fringe - Purchased	\$1,366.54
				E 01	100 420 740 396 000	Special Ed Salary - Purchased	\$3,761.09
				E 01	100 420 740 397 000	Special Ed Fringe - Purchased	\$674.80
				E 01	300 402 740 396 000	MM-Cognitive Dis. Salary - Purchased	\$1,807.99
				E 01	300 402 740 397 000	MM - Cognitive Dis. Fringe - Purchased	\$916.05
				E 01	300 407 740 396 000	Special Ed Salary - Purchased	\$3,858.14
				E 01	300 407 740 397 000	Special Ed Fringe - Purchased	\$1,012.60
				E 01	300 408 740 396 000	EBD Salary - Purchased	\$4,218.64
				E 01	300 408 740 397 000	EBD Fringe - Purchased	\$2,137.48
				E 01	300 410 740 396 000	Other Health Dis. Salary - Purchased	\$3,013.31
				E 01	300 410 740 397 000	Other Health Dis. Fringe - Purchased	\$1,526.89
				E 01	300 411 740 396 000	ASD/Autism Salary - Purchased	\$2,342.24
				E 01	300 411 740 397 000	ASD/Autism Fringe - Purchased	\$784.75
				E 01	300 414 740 396 000	Purchased Salaries	\$602.66
				E 01	300 414 740 397 000	Purchased Benefits	\$305.23
				E 01	300 420 740 396 000	Special Ed Salary - Purchased	\$9,124.64
				E 01	300 420 740 397 000	Special Ed Fringe - Purchased	\$1,937.37
<b>PO#:</b>	<b>Voucher #:</b>	<b>68398</b>	Invoice	<b>Invoice No:</b>	Final Pmt.	<b>7/16/2018</b>	<b>Paid Amt: \$137,353.21</b>
			E 01	005 400 372 305 000	Consulting/Fees For Services	\$1,352.09	
<b>PO#:</b>	<b>Voucher #:</b>	<b>68399</b>	Invoice	<b>Invoice No:</b>	070518	<b>7/16/2018</b>	<b>Paid Amt: \$1,352.09</b>
			E 01	005 400 000 305 000	Consulting/Fees For Services	\$6,852.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>68400</b>	Invoice	<b>Invoice No:</b>	17/18 Assessment	<b>7/16/2018</b>	<b>Paid Amt: \$6,852.00</b>
			E 01	100 412 740 396 000	ECSE Salary - Purchased	\$2,917.36	
			E 01	100 412 740 397 000	ECSE Fringe - Purchased	\$660.14	
<b>PO#:</b>	<b>Voucher #:</b>	<b>68431</b>	Invoice	<b>Invoice No:</b>	062018	<b>7/16/2018</b>	<b>Paid Amt: \$3,577.50</b>
			E 01	100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased	\$1,828.53	
			E 01	100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased	\$277.02	
			E 01	100 420 740 396 000	Special Ed Salary - Purchased	\$2,326.00	
			E 01	100 420 740 397 000	Special Ed Fringe - Purchased	\$352.39	
			E 01	100 412 740 399 000	Purchase of Spec Ed Contracted	\$261.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>68496</b>	Invoice	<b>Invoice No:</b>	071218	<b>7/16/2018</b>	<b>Paid Amt: \$5,045.71</b>
							<b>Check Amount: \$160,799.19</b>
0162	FNB	59155	08625		<b>BEMIDJI WELDERS SUPPLY</b>		<b>Check</b>
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech	\$85.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>68393</b>	Invoice	<b>Invoice No:</b>	B18060023	<b>7/16/2018</b>	<b>Paid Amt: \$85.50</b>
							<b>Check Amount: \$85.50</b>

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59156	09119		<b>BIO CORPORATION</b>		Check
				E 01	300 260 000 430 000	EW0912F 9"-12" EARTHWORMS - 50 PK	\$22.00
				E 01	300 260 000 430 000	YP0709P 7"-9" PRESERVED PERCH	\$65.00
				E 01	300 260 000 430 000	CA-MA88 DIGITAL MICROSCOPE EYEPIECE	\$44.00
				E 01	300 260 000 430 000	BC-WC07 CELLS POSTER	\$22.95
				E 01	300 260 000 430 000	BC-WC65 GENETICS 2 POSTER	\$22.95
				E 01	300 260 000 430 000	DK-DVD-EYE-PE PREHISTORIC LIFE	\$11.00
				E 01	300 260 000 430 000	BC-WC72 PHOTOSYNTHESIS POSTER	\$22.95
				E 01	300 260 000 430 000	CF0406P 4"-6" PLAIN CRAYFISH	\$16.00
				E 01	300 260 000 430 000	LF0445S 4"-45" SINGLE INJ LEOPARD FROG	\$66.00
				E 01	300 260 000 430 000	SHIPPING	\$55.06
	PO#: 67337	Voucher #: 68436	Invoice	Invoice No: v530573		7/16/2018	Paid Amt: \$347.91
							Check Amount: \$347.91
0162	FNB	59157	1261		<b>BROTHERS FIRE PROTECTION</b>		Check
				E 01	005 865 363 305 000	Fees For Services	\$1,152.50
				E 01	005 865 363 401 000	General Supplies	\$275.00
	PO#: 13	Voucher #: 68457	Invoice	Invoice No: 107857		7/16/2018	Paid Amt: \$1,427.50
							Check Amount: \$1,427.50
0162	FNB	59158	12219		<b>BSN SPORTS</b>		Check
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec	\$109.55
	PO#: 13	Voucher #: 68288	Invoice	Invoice No: 902363453		7/16/2018	Paid Amt: \$109.55
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$646.55
	PO#: 13	Voucher #: 68318	Invoice	Invoice No: 902394471		7/16/2018	Paid Amt: \$646.55
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec	\$1,494.50
	PO#: 13	Voucher #: 68319	Invoice	Invoice No: 902420415		7/16/2018	Paid Amt: \$1,494.50
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$2,386.80
	PO#: 13	Voucher #: 68437	Invoice	Invoice No: 902510178		7/16/2018	Paid Amt: \$2,386.80
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$1,999.15
	PO#: 13	Voucher #: 68438	Invoice	Invoice No: 902510174		7/16/2018	Paid Amt: \$1,999.15
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$2,637.35
	PO#: 13	Voucher #: 68439	Invoice	Invoice No: 902510176		7/16/2018	Paid Amt: \$2,637.35
							Check Amount: \$9,273.90
0162	FNB	59159	14518		<b>CDWG, INC.</b>		Check
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE #1BVKLR(I	\$1,075.18
	PO#: 67372	Voucher #: 68357	Invoice	Invoice No: NDD8441		7/16/2018	Paid Amt: \$1,075.18
							Check Amount: \$1,075.18
0162	FNB	59160	16443		<b>CLEARBROOK-GONVICK ISD # 2311</b>		Check
				E 01	005 105 000 305 166	Fees For Services-Radiothon	\$2,800.00
	PO#: 13	Voucher #: 68320	Invoice	Invoice No: 062518		7/16/2018	Paid Amt: \$2,800.00

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59160	16443		CLEARBROOK-GONVICK ISD # 2311		Check		
				E 01	005 105 000 305 166	Fees For Services-Radiothon		\$1,170.00	
		PO#:	Voucher #:	68321	Invoice	Invoice No: 62518	7/16/2018		
								Paid Amt:	\$1,170.00
								Check Amount:	\$3,970.00
0162	FNB	59161	1495		CLEARWATER COUNTY HIGHWAY DEPT.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$656.00	
		PO#:	Voucher #:	68309	Invoice	Invoice No: 62218	7/16/2018		
								Paid Amt:	\$656.00
								Check Amount:	\$656.00
0162	FNB	59162	16841		CLEARWATER COUNTY SHERIFF'S OF		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$306.09	
		PO#:	Voucher #:	68351	Invoice	Invoice No: 8280521779	7/16/2018		
								Paid Amt:	\$306.09
				E 01	005 110 342 305 000	Fees For Services-Safe Schools		\$40,000.00	
		PO#:	Voucher #:	68488	Invoice	Invoice No: 071218	7/16/2018		
								Paid Amt:	\$40,000.00
								Check Amount:	\$40,306.09
0162	FNB	59163	1515		CODEWORK-SYSTEMS		Check		
				E 01	005 810 000 406 181	ANNUAL SUPPORT UPGRADE PLAN RENE'		\$2,925.00	
				E 01	005 810 000 406 181	PLEASE SEE ATTACHED QUOTE - RN#170C		\$0.00	
14		PO#:	67114	Voucher #:	68464	Invoice	Invoice No: 1810298	7/16/2018	
								Paid Amt:	\$2,925.00
								Check Amount:	\$2,925.00
0162	FNB	59164	17509		COLE PAPERS INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$38.66	
		PO#:	Voucher #:	68371	Invoice	Invoice No: 9440698	7/16/2018		
								Paid Amt:	\$38.66
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$267.20	
		PO#:	Voucher #:	68461	Invoice	Invoice No: 9442154	7/16/2018		
								Paid Amt:	\$267.20
								Check Amount:	\$305.86
0162	FNB	59165	18899		COOLE SCHOOL		Check		
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE		\$1,629.60	
		PO#:	67185	Voucher #:	68377	Invoice	Invoice No: 181825-181826	7/16/2018	
								Paid Amt:	\$1,629.60
								Check Amount:	\$1,629.60
0162	FNB	59166	19582		CULINEX		Check		
				E 02	005 770 701 401 000	UTILITY CART		\$471.04	
		PO#:	67301	Voucher #:	68407	Invoice	Invoice No: 769399	7/16/2018	
								Paid Amt:	\$471.04
				E 02	005 770 701 401 000	DISPOSER		\$1,773.88	
		PO#:	67301	Voucher #:	68477	Invoice	Invoice No: 771096	7/16/2018	
								Paid Amt:	\$1,773.88
								Check Amount:	\$2,244.92

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59167	1378		CUSTOMINK, LLC		Check		
				E 04	005 585 362 401 000	HANES COOL DRI PERFORMANCE SHIRT		\$1,056.52	
		PO#: 67179	Voucher #:	68375	Invoice	Invoice No: 21821490	7/16/2018		
								Paid Amt:	\$1,056.52
								Check Amount:	\$1,056.52
0162	FNB	59168	21505		DEMCO INC.		Check		
				E 01	100 620 000 401 000	PLEASE SEE ATTACHED		\$191.16	
		PO#: 67263	Voucher #:	68432	Invoice	Invoice No: 6404430	7/16/2018		
								Paid Amt:	\$191.16
								Check Amount:	\$191.16
0162	FNB	59169	52404		DEPT. OF EMPLOYMENT & ECON. DEVELOPMENT		Check		
				E 01	100 203 000 280 000	Re-employment-Elem		\$40.36	
				E 01	310 810 000 280 000	Unemployment Compensation		\$9.08	
		PO#:	Voucher #:	68487	Invoice	Invoice No: 071218	7/16/2018		
								Paid Amt:	\$49.44
								Check Amount:	\$49.44
0162	FNB	59170	21752		DISCOUNT MAGAZINE SUBS SERV IN		Check		
				E 01	300 620 000 470 000	SUBSCRIPTION RENEWAL - SEE ATTACHE		\$371.32	
		PO#: 67364	Voucher #:	68265	Invoice	Invoice No: 8254007	7/16/2018		
								Paid Amt:	\$371.32
								Check Amount:	\$371.32
0162	FNB	59171	21783		DISCOUNT SCHOOL SUPPLY		Check		
				E 01	100 200 000 430 000	PLEASE SEE ATTACHED		\$204.07	
		PO#: 67374	Voucher #:	68391	Invoice	Invoice No: W31450370101	7/16/2018		
				E 01	100 200 000 430 000	PLEASE SEE ATTACHED		\$198.77	
		PO#: 67375	Voucher #:	68392	Invoice	Invoice No: W31450710101	7/16/2018		
								Paid Amt:	\$198.77
								Check Amount:	\$402.84
0162	FNB	59172	1628		EAGLE CONSTRUCTION		Check		
				E 01	005 865 379 520 000	Building Construct.		\$62,498.13	
		PO#:	Voucher #:	68484	Invoice	Invoice No: Pmt. 3	7/16/2018		
								Paid Amt:	\$62,498.13
								Check Amount:	\$62,498.13
0162	FNB	59173	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 04	005 586 332 305 132	SUMMER REC - TOM SAWYER PLAY		\$26.55	
		PO#: 67170	Voucher #:	68409	Invoice	Invoice No: 48275	7/16/2018		
				E 01	100 200 000 401 000	#10 REGULAR ENVEOPES - 1000		\$97.44	
				E 01	100 200 000 401 000	FAMILY & COMMUNITY EDUCATION		\$0.00	
				E 01	100 200 000 401 000	BAGLEY PUBLIC SCHOOLS		\$0.00	
				E 01	100 200 000 401 000	202 BAGLEY AVENUE NW		\$0.00	
				E 01	100 200 000 401 000	BAGLEY, MN 56621		\$0.00	
				E 01	100 200 000 401 000	SEE ATTACHED SAMPLE		\$0.00	
		PO#: 67151	Voucher #:	68410	Invoice	Invoice No: 48448	7/16/2018		
								Paid Amt:	\$97.44
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$408.98	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59173	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$156.28	
				B 01	131 000	Prepaid Expense & Deposit		\$29.00	
				E 01	300 211 000 401 199	General Supplies-Graduation		\$472.00	
PO#:	Voucher #:	68411	Invoice	Invoice No:	JUNE INVOICES	7/16/2018	Paid Amt:	\$1,066.26	
								Check Amount:	\$1,190.25
0162	FNB	59174	1640		FILTRATION SYSTEMS, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$600.00	
PO#:	Voucher #:	68406	Invoice	Invoice No:	86053	7/16/2018	Paid Amt:	\$600.00	
								Check Amount:	\$600.00
0162	FNB	59175	29841		FUN EXPRESS		Check		
				E 01	100 407 740 433 000	NEON SMILE FACE STRESS BALLS		\$11.99	
				E 01	100 407 740 433 000	RAINBOW PUTTY BALLS		\$12.78	
				E 01	100 407 740 433 000	IRIDESCENT RAINBOW GLITTER PUTTY		\$11.16	
				E 01	100 407 740 433 000	SHIPPING		\$2.95	
PO#: 67239	Voucher #:	68263	Invoice	Invoice No:	690504437-01	7/16/2018	Paid Amt:	\$38.88	
				E 01	100 216 401 401 000	BLACK SIDE LOADING DRY ERASE SLEEV		\$11.19	
				E 01	100 216 401 401 000	SHIPPING		\$1.95	
PO#: 67390	Voucher #:	68498	Invoice	Invoice No:	690918097-01	7/16/2018	Paid Amt:	\$13.14	
								Check Amount:	\$52.02
0162	FNB	59176	30935		GARDEN VALLEY TELEPHONE		Check		
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$31.12	
				E 04	005 580 325 320 000	Telephone -ECFE		\$31.12	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$3,635.92	
PO#:	Voucher #:	68356	Invoice	Invoice No:	200756504	7/16/2018	Paid Amt:	\$3,698.16	
								Check Amount:	\$3,698.16
0162	FNB	59177	33120		GOPHER SPORTS		Check		
				E 01	300 241 000 430 000	PLEASE SEE THE ATTACHED QUOTE		\$601.10	
PO#: 67327	Voucher #:	68402	Invoice	Invoice No:	9476245	7/16/2018	Paid Amt:	\$601.10	
				E 01	100 241 000 430 000	GE91-131 ACCU SPLIT PRO SURVIVOR STC		\$83.80	
				E 01	100 241 000 430 000	DISCOUNT - G-D18-567 - 10%		(\$8.40)	
				E 01	100 241 000 430 000	SHIPPING - 17%		\$12.82	
PO#: 67157	Voucher #:	68403	Invoice	Invoice No:	9475719	7/16/2018	Paid Amt:	\$88.22	
								Check Amount:	\$689.32
0162	FNB	59178	33291		GRAINGER		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$55.08	
PO#:	Voucher #:	68289	Invoice	Invoice No:	9815031605	7/16/2018	Paid Amt:	\$55.08	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59178	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$226.80	
PO#:	Voucher #:	68290	Invoice	Invoice No:	9811167296	7/16/2018	Paid Amt:	\$226.80	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$82.44	
PO#:	Voucher #:	68311	Invoice	Invoice No:	9819336398	7/16/2018	Paid Amt:	\$82.44	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$198.16	
PO#:	Voucher #:	68458	Invoice	Invoice No:	9830447901	7/16/2018	Paid Amt:	\$198.16	
							Check Amount:	\$562.48	
0162	FNB	59179	1482		<b>HALDEMAN HOMME, INC.</b>		Check		
				E 01	005 850 302 520 000	RUBBER FLOORING FOR WEIGHT ROOM 8		\$9,100.00	
PO#: 67174	Voucher #:	68352	Invoice	Invoice No:	171395	7/16/2018	Paid Amt:	\$9,100.00	
							Check Amount:	\$9,100.00	
0162	FNB	59180	35214		<b>HANDYMANS, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$77.77	
PO#:	Voucher #:	68455	Invoice	Invoice No:	68183	7/16/2018	Paid Amt:	\$77.77	
							Check Amount:	\$77.77	
0162	FNB	59181	36531		<b>HEADWATERS SCIENCE CENTER</b>		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$115.00	
PO#:	Voucher #:	68472	Invoice	Invoice No:	61577	7/16/2018	Paid Amt:	\$115.00	
							Check Amount:	\$115.00	
0162	FNB	59182	36593		<b>HEINEMANN</b>		Check		
				E 01	100 422 740 401 000	978-0-325-04634-1 LLI FOLDERS - 16 PK		\$26.00	
				E 01	100 422 740 401 000	SHIPPING		\$7.00	
PO#: 67237	Voucher #:	68423	Invoice	Invoice No:	6924834	7/16/2018	Paid Amt:	\$33.00	
				E 01	100 422 740 433 000	978-0-325-02692-3 FOUNTAS & PINNELL LLI		\$4,950.00	
				E 01	100 422 740 433 000	SHIPPING		\$445.50	
PO#: 67272	Voucher #:	68465	Invoice	Invoice No:	6924856	7/16/2018	Paid Amt:	\$5,395.50	
							Check Amount:	\$5,428.50	
0162	FNB	59183	36729		<b>HERC-U-LIFT</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$140.36	
PO#:	Voucher #:	68459	Invoice	Invoice No:	W367915	7/16/2018	Paid Amt:	\$140.36	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$127.84	
PO#:	Voucher #:	68460	Invoice	Invoice No:	W371637	7/16/2018	Paid Amt:	\$127.84	
							Check Amount:	\$268.20	
0162	FNB	59184	36839		<b>HILL RIVER ELECTRIC, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$67.00	
PO#:	Voucher #:	68485	Invoice	Invoice No:	4068	7/16/2018	Paid Amt:	\$67.00	
							Check Amount:	\$67.00	

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59185	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	300 211 000 406 000	PLEASE SEE ATTACHED QUOTE - MIA REY		\$300.00	
				E 01	300 407 740 433 000	PLEASE SEE ATTACHED QUOTE - DEB CHI		\$300.00	
				E 01	300 407 740 433 000	PLEASE SEE ATTACHED QUOTE - REVA RE		\$360.00	
				E 01	300 403 740 433 000	PLEASE SEE ATTACHED QUOTE - DAVE CF		\$240.00	
PO#: 67291	Voucher #:	68283	Invoice	Invoice No:	710105767	7/16/2018	Paid Amt:	\$1,200.00	
			E 01	300 407 740 433 000	PLEASE SEE ATTACHED QUOTE		\$300.00		
PO#: 67292	Voucher #:	68418	Invoice	Invoice No:	71010797	7/16/2018	Paid Amt:	\$300.00	
			E 01	100 216 401 401 000	PLEASE SEE ATTACHED ORDER		\$361.56		
PO#: 67250	Voucher #:	68499	Invoice	Invoice No:	710108332	7/16/2018	Paid Amt:	\$361.56	
								Check Amount:	\$1,861.56
0162	FNB	59186	1509		IRONHIDE EQUIPMENT, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$153.00	
PO#:	Voucher #:	68312	Invoice	Invoice No:	6264B	7/16/2018	Paid Amt:	\$153.00	
			E 01	310 810 000 401 000	General Supplies-Maintenance		\$620.98		
PO#:	Voucher #:	68482	Invoice	Invoice No:	11169B	7/16/2018	Paid Amt:	\$620.98	
								Check Amount:	\$773.98
0162	FNB	59187	1270		IXL LEARNING		Check		
				E 01	300 211 000 406 000	PLEASE SEE ATTACHED QUOTE # 1516085		\$2,400.00	
PO#: 67290	Voucher #:	68270	Invoice	Invoice No:	S327641-1	7/16/2018	Paid Amt:	\$2,400.00	
			E 01	100 203 000 406 000	PLEASE SEE THE ATTACHED RENEWAL QI		\$9,188.00		
PO#: 67211	Voucher #:	68291	Invoice	Invoice No:	S327641	7/16/2018	Paid Amt:	\$9,188.00	
								Check Amount:	\$11,588.00
0162	FNB	59188	40833		JAG BODY SHOP		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$15.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$20.00	
PO#:	Voucher #:	68469	Invoice	Invoice No:	5495	7/16/2018	Paid Amt:	\$35.00	
								Check Amount:	\$35.00
0162	FNB	59189	42963		KELVIN		Check		
				E 01	100 203 000 401 000	930002 HOT GLUE GUN SLUGS 1/2" DIA		\$9.90	
				E 01	100 203 000 401 000	750225 POLYSTRENE SHEETS 10"X14"		\$119.80	
				E 01	100 203 000 401 000	SHIPPING		\$12.97	
PO#: 67378	Voucher #:	68441	Invoice	Invoice No:	295084	7/16/2018	Paid Amt:	\$142.67	
								Check Amount:	\$142.67
0162	FNB	59190	43077		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$7,204.31	
PO#:	Voucher #:	68322	Invoice	Invoice No:	143259	7/16/2018	Paid Amt:	\$7,204.31	

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59190	43077		KENNEDY & GRAVEN, CHARTERED		Check
				E 01	005 010 000 305 000 Fees for Service-School Board		\$3,291.00
PO#:	Voucher #:	68323	Invoice	Invoice No:	143260	7/16/2018	Paid Amt: \$3,291.00
							Check Amount: \$10,495.31
0162	FNB	59191	1535		KRANOS CORPORATION		Check
				E 01	300 292 000 305 295 Consulting/Fees For Services		\$10,343.51
PO#:	Voucher #:	68404	Invoice	Invoice No:	83903	7/16/2018	Paid Amt: \$10,343.51
							Check Amount: \$10,343.51
0162	FNB	59192	41616	REMIT	KURTZ BROTHERS, INC.		Check
				E 01	100 203 000 401 000 STAPLER		\$16.68
				E 01	100 203 000 401 000 Freight		\$7.95
PO#: 67271	Voucher #:	68279	Invoice	Invoice No:	35501.00	7/16/2018	Paid Amt: \$24.63
				E 01	100 050 000 401 000 LAMINATING FILM 27"X500' 05547		\$188.24
PO#: 67253	Voucher #:	68280	Invoice	Invoice No:	35445.00	7/16/2018	Paid Amt: \$188.24
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$118.11
PO#: 67222	Voucher #:	68281	Invoice	Invoice No:	34940.00	7/16/2018	Paid Amt: \$118.11
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$235.77
PO#: 67202	Voucher #:	68282	Invoice	Invoice No:	34727.00	7/16/2018	Paid Amt: \$235.77
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$101.77
PO#: 67380	Voucher #:	68390	Invoice	Invoice No:	39266.00	7/16/2018	Paid Amt: \$101.77
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$250.05
PO#: 67210	Voucher #:	68442	Invoice	Invoice No:	34919.00	7/16/2018	Paid Amt: \$250.05
				E 01	100 258 000 430 000 PLEASE SEE ATTACHED SHEETS		\$212.56
PO#: 67229	Voucher #:	68443	Invoice	Invoice No:	35753.00	7/16/2018	Paid Amt: \$212.56
				E 01	100 422 740 401 000 PLEASE SEE ATTACHED		\$189.68
PO#: 67238	Voucher #:	68444	Invoice	Invoice No:	35756.00	7/16/2018	Paid Amt: \$189.68
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED SHEETS		\$168.04
PO#: 67204	Voucher #:	68445	Invoice	Invoice No:	34920.00	7/16/2018	Paid Amt: \$168.04
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED SHEETS		\$281.59
PO#: 67200	Voucher #:	68446	Invoice	Invoice No:	34921.00	7/16/2018	Paid Amt: \$281.59
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$317.84
PO#: 67212	Voucher #:	68447	Invoice	Invoice No:	35326.00	7/16/2018	Paid Amt: \$317.84
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$139.87
PO#: 67220	Voucher #:	68448	Invoice	Invoice No:	35322.00	7/16/2018	Paid Amt: \$139.87
				E 01	100 203 000 401 000 PLEASE SEE ATTACHED		\$178.42
PO#: 67214	Voucher #:	68449	Invoice	Invoice No:	35311.00	7/16/2018	Paid Amt: \$178.42
				E 01	100 201 000 401 000 PLEASE SEE ATTACHED		\$312.63
PO#: 67189	Voucher #:	68450	Invoice	Invoice No:	34923.00	7/16/2018	Paid Amt: \$312.63

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59192	41616	REMIT	KURTZ BROTHERS, INC.		Check		
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$333.32	
	PO#: 67191	Voucher #:	68451	Invoice	Invoice No: 34922.00	7/16/2018			
								Paid Amt:	\$333.32
								Check Amount:	\$3,052.52
0162	FNB	59193	44218		LAKESHORE LEARNING MATERIALS		Check		
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED LIST		\$115.87	
	PO#: 67241	Voucher #:	68296	Invoice	Invoice No: 1398130618	7/16/2018			
				E 01	100 200 000 430 000	PLEASE SEE ATTACHED		\$451.17	
	PO#: 67373	Voucher #:	68382	Invoice	Invoice No: 1657010618	7/16/2018			
								Paid Amt:	\$451.17
								Check Amount:	\$567.04
0162	FNB	59194	45536		LIBRARY STORE, INC.		Check		
				E 01	100 620 000 401 000	82-0258 ECONOMY COLOR SHELF MARKEI		\$33.30	
				E 01	100 620 000 401 000	16-00010 METAL LABEL PEELER		\$7.99	
				E 01	100 620 000 401 000	51-0125 SELF INKING DATE STAMP - LARGI		\$42.95	
				E 01	100 620 000 401 000	76-0400 KING SIZE SHARPIE MARKER		\$6.90	
				E 01	100 620 000 401 000	SHIPPING		\$13.53	
NO	PO#: 67264	Voucher #:	68419	Invoice	Invoice No: 336729	7/16/2018			
								Paid Amt:	\$104.67
								Check Amount:	\$104.67
0162	FNB	59195	46102		LINCOLN LIBRARY PRESS		Check		
				E 01	300 620 000 406 000	FACTCITE BOOK COMPANION RENEWAL -		\$198.00	
	PO#: 67365	Voucher #:	68314	Invoice	Invoice No: 27888	7/16/2018			
								Paid Amt:	\$198.00
								Check Amount:	\$198.00
0162	FNB	59196	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$646.20	
	PO#:	Voucher #:	68453	Invoice	Invoice No: JUNE18	7/16/2018			
								Paid Amt:	\$646.20
								Check Amount:	\$646.20
0162	FNB	59197	1191		MAKERBOT INDUSTRIES, LLC		Check		
				E 01	100 203 000 401 000	SMART EXTRUDER		\$398.00	
				E 01	100 203 000 401 000	SHIPPING		\$13.12	
	PO#: 67379	Voucher #:	68497	Invoice	Invoice No: 144161	7/16/2018			
								Paid Amt:	\$411.12
								Check Amount:	\$411.12
0162	FNB	59198	47588		MARC		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,039.43	
	PO#:	Voucher #:	68454	Invoice	Invoice No: 0640189	7/16/2018			
								Paid Amt:	\$1,039.43
								Check Amount:	\$1,039.43
0162	FNB	59199	47593		MARCO		Check		
				E 01	005 810 000 401 181	PLEASE SEE ATTACHED QUOTE		\$748.00	
	PO#: 67302	Voucher #:	68416	Invoice	Invoice No: 5366207	7/16/2018			
								Paid Amt:	\$748.00

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59199	47593		MARCO		Check		
				E 01	005 810 000 401 181	BW - ELEM PRINCIPAL, BW - INDIAN ED, C		\$300.00	
PO#: 67302	Voucher #:	68417	Invoice	Invoice No:	5366203	7/16/2018	Paid Amt:	\$300.00	
							Check Amount:	\$1,048.00	
0162	FNB	59200	47595		MARCO, INC.		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$472.08	
				E 01	030 211 305 380 000	Computer/Technology Lease		\$19.67	
				E 01	005 760 720 380 000	Computer/Technology Lease		\$39.34	
				E 01	005 110 000 380 000	Computer/Technology Lease		\$78.65	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$216.37	
				E 04	005 505 321 380 000	Computer/Technology Lease		\$39.34	
PO#:	Voucher #:	68397	Invoice	Invoice No:	360612634	7/16/2018	Paid Amt:	\$865.45	
				E 01	300 211 000 380 000	Computer/Technology Lease		\$1,329.45	
PO#:	Voucher #:	68490	Invoice	Invoice No:	361488075	7/16/2018	Paid Amt:	\$1,329.45	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$2,016.65	
PO#:	Voucher #:	68492	Invoice	Invoice No:	361488224	7/16/2018	Paid Amt:	\$2,016.65	
							Check Amount:	\$4,211.55	
0162	FNB	59201	47626		MARK'S HARDWARE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,272.16	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$149.78	
PO#:	Voucher #:	68462	Invoice	Invoice No:	JUNE18	7/16/2018	Paid Amt:	\$1,421.94	
							Check Amount:	\$1,421.94	
0162	FNB	59202	1209		MASSP		Check		
				E 01	300 211 000 820 000	MASSP DIVISION OF STUDENT ACTIVITIES		\$85.00	
				E 01	300 211 000 820 000	ADVISORY MEMBERSHIP FOR MASCA		\$15.00	
PO#: 67371	Voucher #:	68267	Invoice	Invoice No:	MASSP	7/16/2018	Paid Amt:	\$100.00	
				E 01	300 050 000 820 000	MASSP - NORTHERN DIVISION DUES		\$870.00	
PO#: 67394	Voucher #:	68495	Invoice	Invoice No:	071218	7/16/2018	Paid Amt:	\$870.00	
							Check Amount:	\$970.00	
0162	FNB	59203	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$69.32	
PO#:	Voucher #:	68294	Invoice	Invoice No:	51335	7/16/2018	Paid Amt:	\$69.32	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$383.55	
PO#:	Voucher #:	68313	Invoice	Invoice No:	51628	7/16/2018	Paid Amt:	\$383.55	
				E 01	005 865 383 401 000	General Supplies-Maintenance		\$299.00	
				E 01	005 865 379 401 000	General Supplies		\$915.05	

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	59203	48402		<b>MENARDS-BEMIDJI</b>		Check	
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$129.82	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>68456</b>	Invoice	<b>Invoice No:</b> 52353	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$1,343.87</b>
							<b>Check Amount:</b>	<b>\$1,796.74</b>
0162	FNB	59204	49575		<b>MESPA</b>		Check	
				E 01	100 050 000 820 000	MEMBERSHIP DUES FOR KRISTI MORITZ	\$927.00	
		<b>PO#:</b> 67400	<b>Voucher #:</b>	<b>68501</b>	Invoice	<b>Invoice No:</b> 06233	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$927.00</b>
							<b>Check Amount:</b>	<b>\$927.00</b>
0162	FNB	59205	51665		<b>MINNESOTA HISTORICAL SOCIETY</b>		Check	
				E 01	100 203 302 506 000	PLEASE SEE ATTACHED QUOTE #01668	\$4,390.00	
				E 01	100 203 000 460 000	Textbooks/Workbooks	\$1,589.95	
				E 01	100 203 000 430 000	Instructional Supply-Elem	\$200.00	
		<b>PO#:</b> 67132	<b>Voucher #:</b>	<b>68316</b>	Invoice	<b>Invoice No:</b> 17544	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$6,179.95</b>
							<b>Check Amount:</b>	<b>\$6,179.95</b>
0162	FNB	59206	1639		<b>MOBY MAX</b>		Check	
				E 01	300 403 740 433 000	PLEASE SEE ATTACHED QUOTE FOR TEAC	\$79.00	
		<b>PO#:</b> 67348	<b>Voucher #:</b>	<b>68268</b>	Invoice	<b>Invoice No:</b> 117606	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$79.00</b>
							<b>Check Amount:</b>	<b>\$79.00</b>
0162	FNB	59207	51919		<b>MREA</b>		Check	
				E 01	005 110 000 820 000	Dues and Membership-Business Office	\$2,223.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>68292</b>	Invoice	<b>Invoice No:</b> 2019-1549	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$2,223.00</b>
							<b>Check Amount:</b>	<b>\$2,223.00</b>
0162	FNB	59208	1237		<b>MULCAHY COMPANY</b>		Check	
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$3,221.38	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>68308</b>	Invoice	<b>Invoice No:</b> 350317	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$3,221.38</b>
							<b>Check Amount:</b>	<b>\$3,221.38</b>
0162	FNB	59209	1128		<b>NASP, INC</b>		Check	
				E 01	300 241 000 430 000	PLEASE SEE ATTACHED QUOTE	\$582.00	
		<b>PO#:</b> 67311	<b>Voucher #:</b>	<b>68435</b>	Invoice	<b>Invoice No:</b> 244211	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$582.00</b>
							<b>Check Amount:</b>	<b>\$582.00</b>
0162	FNB	59210	54978		<b>NATIONAL HONOR SOCIETY/NASSP</b>		Check	
				E 01	300 291 000 820 122	NATIONAL HONOR SOCIETY AFFILIATION 2	\$385.00	
		<b>PO#:</b> 67347	<b>Voucher #:</b>	<b>68272</b>	Invoice	<b>Invoice No:</b> 9001042594	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$385.00</b>
							<b>Check Amount:</b>	<b>\$385.00</b>
0162	FNB	59211	55481		<b>NATIVE REFLECTIONS, INC.</b>		Check	
				E 01	300 605 320 401 000	PLEASE SEE THE ATTACHED SHEETS	\$440.22	
		<b>PO#:</b> 67161	<b>Voucher #:</b>	<b>68327</b>	Invoice	<b>Invoice No:</b> 163345	<b>7/16/2018</b>	
							<b>Paid Amt:</b>	<b>\$440.22</b>
							<b>Check Amount:</b>	<b>\$440.22</b>

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59212	55660		<b>NAYLOR'S HEATING AND REFRIGERATION, LLC.</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$435.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$475.42	
PO#:		Voucher #:	68479	Invoice	Invoice No: 128279	7/16/2018	Paid Amt:	\$910.42	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$410.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$162.20	
PO#:		Voucher #:	68480	Invoice	Invoice No: 128017	7/16/2018	Paid Amt:	\$572.20	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$430.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$8.96	
PO#:		Voucher #:	68481	Invoice	Invoice No: 127967	7/16/2018	Paid Amt:	\$438.96	
							Check Amount:	\$1,921.58	
0162	FNB	59213	1203	1203-1	<b>NCS PEARSON, INC.</b>		Check		
				E 04	005 583 354 401 000	1572120797 ESI-P SCORE SHEETS - ENGLI		\$123.30	
				E 04	005 583 354 401 000	SHIPPING		\$10.00	
PO#: 67277		Voucher #:	68476	Invoice	Invoice No: 11696730	7/16/2018	Paid Amt:	\$133.30	
							Check Amount:	\$133.30	
0162	FNB	59214	55863		<b>NEI BOTTLING, INC.</b>		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$245.00	
PO#:		Voucher #:	68287	Invoice	Invoice No: 802144	7/16/2018	Paid Amt:	\$245.00	
				E 01	300 292 000 490 295	Food-Athletic Support		\$504.00	
PO#:		Voucher #:	68368	Invoice	Invoice No: 119174	7/16/2018	Paid Amt:	\$504.00	
							Check Amount:	\$749.00	
0162	FNB	59215	57845		<b>NORTH CENTRAL PARTS &amp; SERVICE</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$424.06	
PO#:		Voucher #:	68474	Invoice	Invoice No: JUNE18	7/16/2018	Paid Amt:	\$424.06	
							Check Amount:	\$424.06	
0162	FNB	59216	1152		<b>NORTHLAND TRUST SERVICES</b>		Check		
				E 07	005 910 000 720 392	Bond Interest		\$87,107.50	
PO#:		Voucher #:	68330	Invoice	Invoice No: 062618	7/16/2018	Paid Amt:	\$87,107.50	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,850.00	
PO#:		Voucher #:	68463	Invoice	Invoice No: 5322	7/16/2018	Paid Amt:	\$1,850.00	
							Check Amount:	\$88,957.50	
0162	FNB	59217	58394		<b>NORTHWEST EVALUATION ASSOCIATI</b>		Check		
				E 01	100 203 000 461 000	PLEASE SEE THE ATTACHED QUOTE #0001		\$437.50	
				E 01	100 203 000 461 000	MAP GROWTH TEST GRADES 1-6		\$6,250.00	
				E 01	100 203 000 461 000	MAP GROWTH TEST - KINGERGARTEN		\$1,572.50	
PO#: 67227		Voucher #:	68353	Invoice	Invoice No: 1562	7/16/2018	Paid Amt:	\$8,260.00	
							Check Amount:	\$8,260.00	

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59218	58420		<b>NORTHWEST SERVICE COOPERATIVE</b>		Check		
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$370.00	
PO#:		Voucher #:	68355	Invoice	Invoice No: 2164	7/16/2018	Paid Amt:	\$370.00	
				E 01	005 865 349 305 000	Fees For Services-Hazardous Substance		\$594.00	
PO#:		Voucher #:	68372	Invoice	Invoice No: 2173	7/16/2018	Paid Amt:	\$594.00	
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$30.25	
PO#:		Voucher #:	68471	Invoice	Invoice No: 2178	7/16/2018	Paid Amt:	\$30.25	
							Check Amount:	\$994.25	
0162	FNB	59219	59060		<b>OFFICE DEPOT, INC.</b>		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$74.89	
PO#: 67283		Voucher #:	68264	Invoice	Invoice No: 67283	7/16/2018	Paid Amt:	\$74.89	
				E 01	300 050 000 401 000	414597 WEEKLY/MONTHLY ACADEMIC APP		\$34.69	
PO#: 67279		Voucher #:	68385	Invoice	Invoice No: 150447670001	7/16/2018	Paid Amt:	\$34.69	
				E 01	300 211 000 401 000	Backordered Items		\$62.69	
PO#: 67283		Voucher #:	68394	Invoice	Invoice No: 150472265001	7/16/2018	Paid Amt:	\$62.69	
				E 01	300 403 740 433 000	PLEASE SEE ATTACHED		\$133.22	
PO#: 67351		Voucher #:	68430	Invoice	Invoice No: 153379533001	7/16/2018	Paid Amt:	\$133.22	
							Check Amount:	\$305.49	
0162	FNB	59220	1024		<b>PAMELA EDEVOLD ART &amp; FRAMING</b>		Check		
				E 01	300 211 000 401 199	FRAMED 2018 SENIOR PICTURE		\$25.00	
PO#: 67383		Voucher #:	68429	Invoice	Invoice No: 070618	7/16/2018	Paid Amt:	\$25.00	
							Check Amount:	\$25.00	
0162	FNB	59221	60500		<b>PAUL BUNYAN'S ANIMAL LAND</b>		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$108.00	
PO#:		Voucher #:	68473	Invoice	Invoice No: 967661	7/16/2018	Paid Amt:	\$108.00	
							Check Amount:	\$108.00	
0162	FNB	59222	60899		<b>PEARSON EDUCATION</b>		Check		
				E 01	100 203 000 460 000	PLEASE SEE ATTACHMENT FOR K-5 WORK		\$5,562.95	
				E 01	100 203 000 460 000	SHIPPING		\$389.41	
PO#: 67226		Voucher #:	68489	Invoice	Invoice No: 4025535008	7/16/2018	Paid Amt:	\$5,952.36	
							Check Amount:	\$5,952.36	
0162	FNB	59223	62817		<b>PRO-ED, INC.</b>		Check		
				E 01	100 420 740 433 000	13620 EDMARK READING PROGRAM: LVL 1		\$629.00	
				E 01	100 420 740 433 000	13650 EDMARK READING PROGRAM: LVL 2		\$629.00	
				E 01	100 420 740 433 000	SHIPPING		\$125.80	
PO#: 67273		Voucher #:	68374	Invoice	Invoice No: 2716024	7/16/2018	Paid Amt:	\$1,383.80	
							Check Amount:	\$1,383.80	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59224	63020		<b>PUBLIC UTILITIES</b>		Check
				E 01	310 810 000 330 000	Utilities-Maintenance	\$21,703.52
PO#:	Voucher #:	68452	Invoice	Invoice No:	JUNE18	7/16/2018	Paid Amt: \$21,703.52
							Check Amount: \$21,703.52
0162	FNB	59225	54280		<b>RAMSRUD AUTO PARTS</b>		Check
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$881.79
PO#:	Voucher #:	68468	Invoice	Invoice No:	JUNE18	7/16/2018	Paid Amt: \$881.79
							Check Amount: \$881.79
0162	FNB	59226	64377		<b>REALLY GOOD STUFF, INC.</b>		Check
				E 01	100 422 740 401 000	PLEASE SEE ATTACHED	\$96.86
PO#: 67243	Voucher #:	68275	Invoice	Invoice No:	6436130	7/16/2018	Paid Amt: \$96.86
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$107.46
PO#: 67244	Voucher #:	68276	Invoice	Invoice No:	6436131	7/16/2018	Paid Amt: \$107.46
				E 01	100 216 401 401 000	HAPPY BIRTHDAY SILICONE BRACELETS	\$20.88
PO#: 67249	Voucher #:	68277	Invoice	Invoice No:	6436132	7/16/2018	Paid Amt: \$20.88
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$199.98
				E 01	100 203 000 401 000	Freight	\$14.95
PO#: 67206	Voucher #:	68315	Invoice	Invoice No:	6432265	7/16/2018	Paid Amt: \$214.93
							Check Amount: \$440.13
0162	FNB	59227	64630		<b>REGION I ESV</b>		Check
				E 01	005 110 000 305 000	TIMECLOCK PLUS HOSTING AND SUPPOR	\$1,223.45
PO#:	Voucher #:	68413	Invoice	Invoice No:	6357	7/16/2018	Paid Amt: \$1,223.45
				E 02	005 770 701 305 000	LUNCH SYSTEM SUPPORT	\$1,964.50
PO#:	Voucher #:	68414	Invoice	Invoice No:	6390	7/16/2018	Paid Amt: \$1,964.50
				E 01	005 110 000 305 000	ACCOUNTING, PAYROLL & MARSS SUPPOI	\$4,525.61
PO#:	Voucher #:	68415	Invoice	Invoice No:	6452	7/16/2018	Paid Amt: \$4,525.61
							Check Amount: \$7,713.56
0162	FNB	59228	64972		<b>RENAISSANCE LEARNING, INC.</b>		Check
				E 01	100 203 302 460 000	SEE ATTACHED	\$0.00
				E 01	100 203 302 460 000	ACCELERATED READER 360	\$3,880.00
				E 01	100 203 302 460 000	MATH FACTS	\$540.00
				E 01	100 203 302 460 000	HOSTING FEE	\$635.00
PO#: 67275	Voucher #:	68491	Invoice	Invoice No:	4394390	7/16/2018	Paid Amt: \$5,055.00
							Check Amount: \$5,055.00
0162	FNB	59229	1101		<b>ROMA KOWA COFFEE ROASTERS, INC</b>		Check
				E 01	005 020 000 401 000	General Supplies-Supt. Office	\$73.76
PO#:	Voucher #:	68486	Invoice	Invoice No:	8709	7/16/2018	Paid Amt: \$73.76
							Check Amount: \$73.76

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59230	66800		SCHOLASTIC, INC.		Check		
				E 01	100 203 000 430 000	010-4758 SCHOLASTIC NEWS GRADE 1 - V		\$460.00	
				E 01	100 203 000 430 000	Freight		\$46.00	
	PO#: 67199	Voucher #:	68274	Invoice	Invoice No: M6487466 2	7/16/2018	Paid Amt:	\$506.00	
				E 01	300 270 000 430 000	JR. SCHOLASTIC MAGAZINE FOR THROUC		\$212.25	
				E 01	300 270 000 430 000	Freight		\$21.23	
	PO#: 67343	Voucher #:	68329	Invoice	Invoice No: M6491875	7/16/2018	Paid Amt:	\$233.48	
							Check Amount:	\$739.48	
0162	FNB	59231	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	300 710 000 401 000	LABEL MAKER		\$45.56	
	PO#: 67293	Voucher #:	68271	Invoice	Invoice No: 208120592865	7/16/2018	Paid Amt:	\$45.56	
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED SHEETS		\$428.62	
	PO#: 67190	Voucher #:	68324	Invoice	Invoice No: 308103020423	7/16/2018	Paid Amt:	\$428.62	
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED		\$163.50	
	PO#: 67184	Voucher #:	68325	Invoice	Invoice No: 208120620255	7/16/2018	Paid Amt:	\$163.50	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$252.66	
	PO#: 67223	Voucher #:	68326	Invoice	Invoice No: 208120620256	7/16/2018	Paid Amt:	\$252.66	
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$177.92	
	PO#: 67197	Voucher #:	68328	Invoice	Invoice No: 308103020430	7/16/2018	Paid Amt:	\$177.92	
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED		\$489.09	
	PO#: 67242	Voucher #:	68378	Invoice	Invoice No: 308103023274	7/16/2018	Paid Amt:	\$489.09	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$358.72	
	PO#: 67198	Voucher #:	68379	Invoice	Invoice No: 308103022740	7/16/2018	Paid Amt:	\$358.72	
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED		\$574.36	
	PO#: 67183	Voucher #:	68386	Invoice	Invoice No: 308103021853	7/16/2018	Paid Amt:	\$574.36	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$313.58	
	PO#: 67194	Voucher #:	68387	Invoice	Invoice No: 308103021857	7/16/2018	Paid Amt:	\$313.58	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$137.58	
	PO#: 67207	Voucher #:	68388	Invoice	Invoice No: 308103021866	7/16/2018	Paid Amt:	\$137.58	
				E 01	100 216 401 401 000	PLEASE SEE ATTACHED		\$183.15	
	PO#: 67248	Voucher #:	68389	Invoice	Invoice No: 308103021893	7/16/2018	Paid Amt:	\$183.15	
				E 01	100 422 740 401 000	PLEASE SEE ATTACHED		\$124.06	
	PO#: 67246	Voucher #:	68408	Invoice	Invoice No: 308103024885	7/16/2018	Paid Amt:	\$124.06	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$323.03	
	PO#: 67195	Voucher #:	68424	Invoice	Invoice No: 308103026301	7/16/2018	Paid Amt:	\$323.03	
				E 01	100 212 000 430 000	PLEASE SEE ATTACHED SHEETS		\$99.08	
	PO#: 67230	Voucher #:	68425	Invoice	Invoice No: 208120664740	7/16/2018	Paid Amt:	\$99.08	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59231	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$224.09	
		PO#: 67232	Voucher #: 68426	Invoice	Invoice No: 308103026387	7/16/2018			
								Paid Amt:	\$224.09
								Check Amount:	\$3,895.00
0162	FNB	59232	1439		SOLUS LED		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$539.55	
				B 01	131 000	Prepaid Expense & Deposit		\$419.65	
		PO#:	Voucher #: 68293	Invoice	Invoice No: 302754	7/16/2018			
								Paid Amt:	\$959.20
								Check Amount:	\$959.20
0162	FNB	59233	69653		SPEEDSKIN		Check		
				E 01	300 215 000 430 000	SPEEDSKIN KEYBOARD COVERS		\$284.70	
				E 01	300 215 000 430 000	SHIPPING		\$17.75	
		PO#: 67296	Voucher #: 68500	Invoice	Invoice No: 26140	7/16/2018			
								Paid Amt:	\$302.45
								Check Amount:	\$302.45
0162	FNB	59234	71810		STELLHER HUMAN SERVICES, INC.		Check		
				E 01	100 605 000 394 000	to Other Agencies-Mental Health Therapy		\$3,490.70	
27		PO#:	Voucher #: 68269	Invoice	Invoice No: 161483	7/16/2018			
								Paid Amt:	\$3,490.70
								Check Amount:	\$3,490.70
0162	FNB	59235	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	005 865 363 305 000	Fees For Services		\$316.00	
				E 01	005 865 363 401 000	General Supplies		\$231.00	
		PO#:	Voucher #: 68310	Invoice	Invoice No: 1274719	7/16/2018			
								Paid Amt:	\$547.00
								Check Amount:	\$547.00
0162	FNB	59236	72949		SUPER DUPER PUBLICATIONS		Check		
				E 01	100 412 740 433 000	BGO45 PHOTO VERBS BINGO		\$54.96	
				E 01	100 412 740 433 000	BK307 SAY & GLUE FOR LANGUAGES & LI		\$24.95	
				E 01	100 412 740 433 000	CART25 CARRY ALL CART		\$49.95	
				E 01	100 412 740 433 000	WSL100 400 WEBBER SIGN LANGUAGE C/		\$59.95	
				E 01	100 412 740 433 000	CRD42 WEBBER CORE CURRICULUM VOC		\$39.95	
		PO#: 67240	Voucher #: 68467	Invoice	Invoice No: 2353712A	7/16/2018			
								Paid Amt:	\$229.76
								Check Amount:	\$229.76
0162	FNB	59237	73228		SUPREME GRAPHICS-SUPREME SCHOOL SUPPLY		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$1,376.95	
		PO#: 67282	Voucher #: 68266	Invoice	Invoice No: 83627	7/16/2018			
								Paid Amt:	\$1,376.95
								Check Amount:	\$1,376.95
0162	FNB	59238	74083		TEACHER DIRECT		Check		
				E 01	100 203 000 401 000	338-DEF CLOTH MMM DRY ERASE CLOTH		\$3.98	
				E 01	100 203 000 401 000	338-686A1MMM POST IT TABS		\$3.68	

## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59238	74083		TEACHER DIRECT		Check
				E 01	100 203 000 401 000	338-2210503848ADM MAGNETIC HOOK	\$4.36
				E 01	100 203 000 401 000	338-10210ASH BIG TIMER	\$8.48
				E 01	100 203 000 401 000	338-BBCBB BOUNCY BAND FOR CHAIRS	\$13.88
				E 01	100 203 000 401 000	338-83901T SWEET SCENTS STICKERS	\$12.88
				E 01	100 203 000 401 000	338-30117SSK BLACK SEAT SACK 17"	\$52.40
				E 01	100 203 000 401 000	FREE SHIPPING	\$0.00
	PO#: 67201	Voucher #:	68395	Invoice	Invoice No: P468940500013	7/16/2018	Paid Amt: \$99.66
				E 01	100 203 000 401 000	339-1799HUN X-ACTO POWERHOUSE ELE	\$49.76
				E 01	100 203 000 401 000	339-202 NON SKID SMALL 1" PAPERCLIP	\$0.38
				E 01	100 203 000 401 000	339-302 JUMBO NO SKID PAPER CLIPP	\$0.88
				E 01	100 203 000 401 000	339-BC10 CLI LARGE BINDER CLIP	\$4.96
				E 01	100 203 000 401 000	339-13529 TITANIUM 8" SCISSOR	\$19.76
				E 01	100 203 000 401 000	339-588629 CRAYOLA GLITTER MARKERS	\$12.76
				E 01	100 203 000 401 000	339-1924061SAN MR. SKETCH SCENT MAR	\$38.04
				E 01	100 203 000 401 000	339-548516 BIN CRAYOLA TEMPERA PAINT	\$69.88
				E 01	100 203 000 401 000	FREE SHIPPING	\$0.00
	PO#: 67377	Voucher #:	68396	Invoice	Invoice No: P469062700019	7/16/2018	Paid Amt: \$196.42
				E 01	100 203 000 401 000	338-8384CPT WOODLAND FRIENDS BORDI	\$6.96
				E 01	100 203 000 401 000	338-8387CTP TOAD STOOLS BORDER	\$6.96
				E 01	100 203 000 401 000	338-8386CTP PATTERNED TREES BORDER	\$6.96
				E 01	100 203 000 401 000	338-2527CTP LOOK WHOO'S GREAT REWA	\$4.88
				E 01	100 203 000 401 000	388-1951386SAN PAPERMATE INK JOY PEN	\$4.88
				E 01	100 203 000 401 000	338-158572CD DELUXE SCHEDULING - BLA	\$31.76
				E 01	100 203 000 401 000	338-20748TCR CALENDAR PKT CHART - BL	\$21.88
				E 01	100 203 000 401 000	338-AC365801PAC WOODEN CLOTHESPIN:	\$7.96
				E 01	100 203 000 401 000	338-4801E1 FOAM FRACT BARS	\$15.98
				E 01	100 203 000 401 000	338-20611TCR FOAM FRACT CIRCLES	\$5.88
	PO#: 67205	Voucher #:	68420	Invoice	Invoice No: P468940600011	7/16/2018	Paid Amt: \$114.10
				E 01	100 203 000 430 000	338-70230U06C STX BLUE WALL POCKET	\$23.96
				E 01	100 203 000 430 000	338-3807LER CREATE A SPACE	\$13.88
				E 01	100 203 000 430 000	338-00959U06CSTX TEAL CADDIES	\$19.90
				E 01	100 203 000 430 000	338-39143SAFE DOUBLE SIDED MATS	\$7.98
				E 01	100 203 000 430 000	338-104909CD INTERACTIVE SCIENCE	\$9.48
				E 01	100 203 000 430 000	338-8028TCR NON-FICTION READING	\$14.88
				E 01	100 203 000 430 000	338-104650CD INTERACTIVE MATH	\$9.48
				E 01	100 203 000 430 000	338-211584DD FRACTION MATS	\$13.88
				E 01	100 203 000 430 000	338-10526ACM RULERS	\$7.60
				E 01	100 203 000 430 000	338-11871KOP PLACE VALUE DICE	\$3.98

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59238	74083		<b>TEACHER DIRECT</b>		Check		
				E 01	100 203 000 430 000	338-104951CD WORD STUDY	\$9.48		
				E 01	100 203 000 430 000	338-2738TCR READING COMPREHENSION	\$12.88		
				E 01	100 203 000 430 000	338-809901SC STEM ACTIVITY	\$44.88		
				E 01	100 203 000 430 000	338-28101SAN HIGHLIGHTERS	\$10.48		
				E 01	100 203 000 430 000	338-48241CLI SHEET PROTECTORS	\$7.88		
				E 01	100 203 000 430 000	338-170016ESMMM COMMAND HOOKS	\$8.88		
				E 01	100 203 000 430 000	338-TTWB6WTT TIMER BOARD	\$17.88		
				E 01	100 203 000 430 000	338-89061SAN PAPER MATE PENS	\$11.88		
				E 01	100 203 000 430 000	338-0249CTP BORDERS	\$6.96		
				E 01	100 203 000 430 000	338-3881TCR BOLD LETTERS	\$9.48		
				E 01	100 203 000 430 000	338-5619TCR BORDERS	\$6.96		
	PO#: 67218	Voucher #:	68421	Invoice	Invoice No: P468949400025	7/16/2018	Paid Amt:	\$272.66	
				E 01	100 203 000 401 000	338-369SE INCENTIVE CHART	\$14.88		
				E 01	100 203 000 401 000	338-T47910T STICKERS	\$15.48		
				E 01	100 203 000 401 000	338-37056PAC LIME BORDER	\$2.38		
				E 01	100 203 000 401 000	338-37336PAC VIOLET BORDER	\$2.38		
				E 01	100 203 000 401 000	338-37176PAC BLUE BORDER	\$2.38		
				E 01	100 203 000 401 000	338-8000ISAN CHISEL TIP MARKER	\$7.40		
				E 01	100 203 000 401 000	338-86001SAN FINE TIP MARKER	\$7.40		
				E 01	100 203 000 401 000	338-75212ESS MANILLA FOLDERS	\$8.88		
				E 01	100 203 000 401 000	338-686F1MMM TABS	\$3.58		
				E 01	100 203 000 401 000	338-620012X1296MMM TAPE	\$4.90		
				E 01	100 203 000 401 000	338-175229SAN EXPO SPRAY	\$8.98		
				E 01	100 203 000 401 000	338-20102ASELR MOBILE ORGANIZER	\$59.88		
	PO#: 67217	Voucher #:	68422	Invoice	Invoice No: P468950400039	7/16/2018	Paid Amt:	\$138.52	
							Check Amount:	\$821.36	
0162	FNB	59239	74179		<b>TEAM LABORATORY CHEMICAL CORP.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$91.40		
	PO#:	Voucher #:	68295	Invoice	Invoice No: 0011583	7/16/2018	Paid Amt:	\$91.40	
							Check Amount:	\$91.40	
0162	FNB	59240	74218		<b>TELIN TRANSPORTATION GROUP</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$90.16		
	PO#:	Voucher #:	68470	Invoice	Invoice No: 110152	7/16/2018	Paid Amt:	\$90.16	
							Check Amount:	\$90.16	

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	59241	1557		<b>THE LINE UP</b>		Check
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$3,907.16
PO#:	Voucher #:	68370	Invoice	Invoice No:	3020	7/16/2018	Paid Amt: \$3,907.16
							Check Amount: \$3,907.16
0162	FNB	59242	75095		<b>THIRTEEN TOWNS</b>		Check
				E 01	300 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR TI	\$35.00
PO#: 67363	Voucher #:	68380	Invoice	Invoice No:	11154	7/16/2018	Paid Amt: \$35.00
				E 01	100 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL 2018-20	\$35.00
PO#: 67259	Voucher #:	68381	Invoice	Invoice No:	11154	7/16/2018	Paid Amt: \$35.00
							Check Amount: \$70.00
0162	FNB	59243	75450		<b>THUNDERBIRD TROPHIES</b>		Check
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$100.61
PO#:	Voucher #:	68284	Invoice	Invoice No:	16891	7/16/2018	Paid Amt: \$100.61
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$159.37
PO#:	Voucher #:	68285	Invoice	Invoice No:	16881	7/16/2018	Paid Amt: \$159.37
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$213.85
PO#:	Voucher #:	68286	Invoice	Invoice No:	16892	7/16/2018	Paid Amt: \$213.85
							Check Amount: \$473.83
0162	FNB	59244	75451		<b>TIME FOR KIDS</b>		Check
				E 01	100 201 000 430 000	TIME FOR KIDS - GRADE K	\$435.60
PO#: 67193	Voucher #:	68383	Invoice	Invoice No:	P0100435600	7/16/2018	Paid Amt: \$435.60
							Check Amount: \$435.60
0162	FNB	59245	76379		<b>TREETOP PUBLISHING</b>		Check
				E 01	100 203 000 401 000	1802 BIG BARE BOOK - PORTRAIT	\$245.00
				E 01	100 203 000 401 000	SHIPPING	\$24.50
PO#: 67225	Voucher #:	68433	Invoice	Invoice No:	638596	7/16/2018	Paid Amt: \$269.50
				E 01	100 203 000 430 000	BOOK 5027 WIDE LINED BARE BOOK 6 3/8"	\$153.75
				E 01	100 203 000 430 000	SHIPPING	\$15.38
PO#: 67209	Voucher #:	68434	Invoice	Invoice No:	638597	7/16/2018	Paid Amt: \$169.13
							Check Amount: \$438.63
0162	FNB	59246	77863		<b>US BANK</b>		Check
				E 01	005 850 000 581 391	Interest on Capital Lease-2014A	\$59,256.25
PO#:	Voucher #:	68493	Invoice	Invoice No:	071218	7/16/2018	Paid Amt: \$59,256.25
				E 01	005 850 000 581 390	Interest on Capital Lease-2013B	\$31,989.38
PO#:	Voucher #:	68494	Invoice	Invoice No:	71218	7/16/2018	Paid Amt: \$31,989.38
							Check Amount: \$91,245.63

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## Bagley Public Schools #162 July 2018 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	59247	79179		VERIZON WIRELESS		Check		
				E 01	310 810 000 320 000 Telephone-Maintenance			\$140.04	
		PO#:	Voucher #:	68466	Invoice Invoice No: 9810001919	7/16/2018		Paid Amt:	\$140.04
								Check Amount:	\$140.04
0162	FNB	59248	80788		WESTWOOD BUILDING CENTER, INC.		Check		
				E 01	310 810 000 401 000 General Supplies-Maintenance			\$634.80	
		PO#:	Voucher #:	68483	Invoice Invoice No: JUNE2018	7/16/2018		Paid Amt:	\$634.80
								Check Amount:	\$634.80
0162	FNB	59249	81075		WILLBERGS AUTO CENTER		Check		
				E 01	310 810 000 401 000 General Supplies-Maintenance			\$27.83	
		PO#:	Voucher #:	68373	Invoice Invoice No: 22639	7/16/2018		Paid Amt:	\$27.83
								Check Amount:	\$27.83
0162	FNB	59250	1422		WISCONSIN CENTER OF ED. PRODUCTS AND SERVICES		Check		
				E 01	300 640 316 305 000 Fees For Services-Staff Development			\$5,520.00	
		PO#:	Voucher #:	68331	Invoice Invoice No: AIW_044	7/16/2018		Paid Amt:	\$5,520.00
								Check Amount:	\$5,520.00
0162	FNB	59251	81402		WOODBURN PRESS		Check		
				E 01	300 710 000 430 000 518 STUDENT PLANNERS			\$288.00	
				E 01	300 710 000 430 000 SHIPPING			\$25.92	
		PO#: 67369	Voucher #:	68440	Invoice Invoice No: 2922	7/16/2018		Paid Amt:	\$313.92
								Check Amount:	\$313.92
0162	FNB	59252	1256		WOODWORKERS SUPPLY		Check		
				E 01	300 255 000 401 000 106-121 3/8"X150" X .025 6 HOOK BENDSON			\$132.72	
				E 01	300 255 000 401 000 SHIPPING			\$14.95	
		PO#: 67313	Voucher #:	68273	Invoice Invoice No: 9271350-1	7/16/2018		Paid Amt:	\$147.67
								Check Amount:	\$147.67
0162	FNB	59253	81579		WORLD BOOK, INC.		Check		
				E 01	100 620 000 406 000 ONLINE REFERENCE PACKAGE RENEWAL			\$422.00	
				E 01	300 620 000 406 000 ONLINE REFERENCE PACKAGE RENEWAL			\$422.00	
		PO#: 67269	Voucher #:	68317	Invoice Invoice No: 0001578097	7/16/2018		Paid Amt:	\$844.00
								Check Amount:	\$844.00
								Report Total:	\$645,808.54

**Bagley Public Schools #162**  
**July 2018 Check Register**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$550,820.34
02	Food Service	\$4,735.70
04	Community Services	\$3,145.00
07	Debt Redemption	\$87,107.50
<b>Report Total</b>		<b>\$645,808.54</b>

## Bagley Public Schools #162 June 2018 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32608	23030		DUKEK, SHIRLEY		Check		
				E 01	100 050 000 401 000	General Supplies-Elem Office		\$45.00	
PO#:	Voucher #:	68164	Invoice	Invoice No:	060118	6/1/2018	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0162	FNB	32611	67632		FURTHER		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$202.56	
PO#:	Voucher #:	68189	Invoice	Invoice No:	1222856,6776,1230786	6/5/2018	Paid Amt:	\$202.56	
							Check Amount:	\$202.56	
0162	FNB	32612	47595		MARCO, INC.		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$472.08	
				E 01	030 211 305 380 000	Computer/Technology Lease		\$19.67	
				E 01	005 760 720 380 000	Computer/Technology Lease		\$39.34	
				E 01	005 110 000 380 000	Computer/Technology Lease		\$78.65	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$216.37	
				E 04	005 505 321 380 000	Computer/Technology Lease		\$39.34	
PO#:	Voucher #:	68190	Invoice	Invoice No:	358451649	6/5/2018	Paid Amt:	\$865.45	
							Check Amount:	\$865.45	
0162	FNB	32613	1127		CENTER FOR RESPONSIVE SCHOOLS, INC.		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$2,187.00	
PO#:	Voucher #:	68201	Invoice	Invoice No:	060618	6/7/2018	Paid Amt:	\$2,187.00	
							Check Amount:	\$2,187.00	
0162	FNB	32614	26970		FARM BY THE LAKE RETREAT CENTER		Check		
				E 04	005 586 332 305 132	LODGING FOR SUMMER REC PLAY - PRAIF		\$450.00	
PO#: 67175	Voucher #:	68203	Invoice	Invoice No:	0152	6/7/2018	Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
0162	FNB	32615	38858		INDEPENDENT SCHOOL DIST # 181		Check		
				E 01	100 640 316 366 000	Travel-Staff Development		\$200.00	
PO#:	Voucher #:	68202	Invoice	Invoice No:	060618	6/7/2018	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0162	FNB	32616	65271		PRAIRIE FIRE CHILDREN'S THEATER		Check		
				E 04	005 586 332 305 132	PRAIRIE FIRE CHILDREN'S THEATER - TOM		\$2,050.00	
PO#: 67178	Voucher #:	68204	Invoice	Invoice No:	Tom Sawyer Invoice	6/7/2018	Paid Amt:	\$2,050.00	
							Check Amount:	\$2,050.00	
0162	FNB	32617	1127		CENTER FOR RESPONSIVE SCHOOLS, INC.		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$1,458.00	
PO#:	Voucher #:	68252	Invoice	Invoice No:	061318	6/13/2018	Paid Amt:	\$1,458.00	
							Check Amount:	\$1,458.00	

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## Bagley Public Schools #162 June 2018 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32618	49575		MESPA		Check		
				E 01	005 110 000 305 000	PRINCIPAL AD IN MESPA NEWSLETTER		\$150.00	
	PO#: 67049	Voucher #:	68297	Invoice	Invoice No: 05491	6/19/2018			
							Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0162	FNB	32619	37131		HOME DEPOT CREDIT SERVICES		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$174.30	
	PO#:	Voucher #:	68299	Invoice	Invoice No: 4020811, 5063148	6/20/2018			
							Paid Amt:	\$174.30	
							Check Amount:	\$174.30	
0162	FNB	32620	1147		US POSTAL SERVICE(POSTAGE BY PHONE)		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$2,000.00	
	PO#:	Voucher #:	68298	Invoice	Invoice No: 62018	6/20/2018			
							Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0162	FNB	32621	05598		KUBIAK'S FAMILY FOODS		Check		
				E 01	300 720 000 401 000	General Supplies-School Nurse -HS		\$83.59	
				E 02	005 770 701 490 000	Food-Lunches		\$85.45	
				E 01	300 211 000 401 000	General Supplies-High School		\$281.81	
34	PO#:	Voucher #:	68300	Invoice	Invoice No: 82521-119	6/20/2018			Paid Amt: \$450.85
				E 01	300 408 740 433 000	INCENTIVES		\$45.00	
	PO#: 67089	Voucher #:	68301	Invoice	Invoice No: 212826-119	6/20/2018			Paid Amt: \$45.00
				E 01	100 203 000 401 101	WATER & POP FOR TRACK & FIELD DAY		\$36.61	
	PO#: 67121	Voucher #:	68302	Invoice	Invoice No: 214793-119	6/20/2018			Paid Amt: \$36.61
				E 01	100 203 000 401 101	PLATES FOR MEETING		\$3.79	
				E 01	100 203 000 401 101	FLOWERS FOR KITCHEN STAFF		\$41.94	
	PO#: 67143	Voucher #:	68303	Invoice	Invoice No: 83728-119	6/20/2018			Paid Amt: \$45.73
				E 01	300 408 740 433 000	INCENTIVES		\$44.43	
	PO#: 67128	Voucher #:	68304	Invoice	Invoice No: 84910-120	6/20/2018			Paid Amt: \$44.43
				E 01	005 760 720 401 000	JUICES - VARIETY 12-16 OZ		\$0.00	
				E 01	005 760 720 401 000	POP - 7UP & COKE		\$0.00	
				E 01	005 760 720 401 000	CAKE - RETIREMENT CAKE FOR MARK AAI		\$116.56	
	PO#: 67154	Voucher #:	68305	Invoice	Invoice No: 04050-120	6/20/2018			Paid Amt: \$116.56
				E 01	100 203 000 401 101	FORKS AND PLATES		\$5.06	
	PO#: 67166	Voucher #:	68306	Invoice	Invoice No: 87877-120	6/20/2018			Paid Amt: \$5.06
							Check Amount:	\$744.24	
0162	FNB	32622	35064		HALVORSON, DARIN L		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$40,000.00	
	PO#:	Voucher #:	68307	Invoice	Invoice No: 155626	6/21/2018			
							Paid Amt:	\$40,000.00	
							Check Amount:	\$40,000.00	

## Bagley Public Schools #162

### June 2018 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32624	1305		<b>KONICA MINOLTA PREMIER FINANCE</b>		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$953.05	
<b>PO#:</b>		<b>Voucher #:</b>	<b>68360</b>	Invoice	<b>Invoice No:</b> 360107585	<b>6/29/2018</b>	<b>Paid Amt:</b>	<b>\$953.05</b>	
							<b>Check Amount:</b>	<b>\$953.05</b>	
0162	FNB	32625	61525		<b>PETTY CASH FUND</b>		Check		
				R 01	100 000 000 099 000	Misc Rev- Elem		\$49.26	
				R 02	005 000 701 601 000	Sales-Lunches		\$116.35	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$796.00	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$465.53	
				E 01	300 605 320 329 000	Postage/Express-AMI		\$8.80	
				E 01	300 605 320 490 000	Food-AMI		\$47.95	
				E 01	300 640 316 490 000	Food-Staff Development		\$34.60	
				B 01	212 001	Sales Tax Payable		\$1.54	
				E 01	300 291 000 305 136	Fees For Services-Student Helpers		\$197.83	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$92.00	
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$160.00	
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$22.33	
				E 01	100 050 000 299 000	Other Benefits- Elem Office		\$321.11	
				E 04	005 586 332 401 132	Food- Youth Enrichment-S Rec		\$66.29	
				E 01	300 605 320 430 000	Instructional Supply-AMI		\$85.90	
				E 04	005 586 332 490 132	Food- Youth Enrichment-S Rec		\$147.20	
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$105.03	
				E 01	300 605 320 401 000	General Supplies-AMI		\$113.50	
				E 01	300 605 320 366 000	Travel-AMI		\$27.25	
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$34.00	
<b>PO#:</b>		<b>Voucher #:</b>	<b>68359</b>	Invoice	<b>Invoice No:</b> 062918	<b>6/29/2018</b>	<b>Paid Amt:</b>	<b>\$2,892.47</b>	
							<b>Check Amount:</b>	<b>\$2,892.47</b>	
0162	FNB	32626	61530		<b>PETTY CASH -TRAVEL</b>		Check		
				E 01	005 760 723 360 000	Transportation Costs		\$1,045.31	
				E 01	300 050 000 366 000	Travel-HS Office		\$248.52	
				E 01	005 010 000 366 000	Travel-School Board		\$702.18	
				E 01	300 211 000 366 000	Travel-High School		\$198.10	
				E 01	005 760 720 366 000	Travel-Reg Transportation		\$580.00	
<b>PO#:</b>		<b>Voucher #:</b>	<b>68358</b>	Invoice	<b>Invoice No:</b> 062918	<b>6/29/2018</b>	<b>Paid Amt:</b>	<b>\$2,774.11</b>	
							<b>Check Amount:</b>	<b>\$2,774.11</b>	
							<b>Report Total:</b>	<b>\$57,146.18</b>	

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**Bagley Public Schools #162**  
**June 2018 Hand Payables Check Register**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$54,031.55
02	Food Service	\$201.80
04	Community Services	\$2,912.83
<b>Report Total</b>		<b>\$57,146.18</b>

**Bagley Public Schools  
Treasurer's Report  
Period Ended June 30, 2018**

<b>CASH SUMMARY</b>	<b>General</b>	<b>Food Service</b>	<b>Community Service</b>	<b>Capital Projects</b>	<b>Debt Redemption</b>	<b>Trust</b>	<b>Total</b>
Ending Cash Balances	<u>3,168,821.09</u>	<u>133,805.40</u>	<u>293,742.77</u>	<u>298,462.30</u>	<u>186,892.76</u>	<u>7,838.62</u>	<b>4,089,562.94</b>
<b>OPERATING ANALYSIS</b>							
<b>Revenues</b>							
Current Month Receipts	1,667,045.15	89,590.95	32,503.59	0.00	27,646.29	500.00	1,817,285.98
Previous Months	<u>11,010,333.01</u>	<u>499,194.29</u>	<u>240,747.31</u>	<u>0.00</u>	<u>390,807.81</u>	<u>500.00</u>	<u>12,141,582.42</u>
<b>Total YTD Revenues</b>	<b><u>12,677,378.16</u></b>	<b><u>588,785.24</u></b>	<b><u>273,250.90</u></b>	<b><u>0.00</u></b>	<b><u>418,454.10</u></b>	<b><u>1,000.00</u></b>	<b><u>13,958,868.40</u></b>
Current Month Expenditures	529,098.33	58,260.03	20,021.17	0.00	0.00	0.00	607,379.53
Previous Months	<u>12,152,597.13</u>	<u>543,973.78</u>	<u>182,620.91</u>	<u>23,056.00</u>	<u>444,515.00</u>	<u>1,100.00</u>	<u>13,347,862.82</u>
<b>Total YTD Expenditures</b>	<b><u>12,681,695.46</u></b>	<b><u>602,233.81</u></b>	<b><u>202,642.08</u></b>	<b><u>23,056.00</u></b>	<b><u>444,515.00</u></b>	<b><u>1,100.00</u></b>	<b><u>13,955,242.35</u></b>
Revenues Over (Under) Expenditures	<u>(4,317.30)</u>	<u>(13,448.57)</u>	<u>70,608.82</u>	<u>(23,056.00)</u>	<u>(26,060.90)</u>	<u>(100.00)</u>	<u>3,626.05</u>
<b>BUDGET ANALYSIS</b>							
<b>Revenues</b>							
YTD Revenues	12,677,378.16	588,785.24	273,250.90	0.00	418,454.10	1,000.00	13,958,868.40
Budget	<u>12,660,638.00</u>	<u>586,004.00</u>	<u>253,368.00</u>	<u>0.00</u>	<u>442,961.00</u>	<u>500.00</u>	<u>13,943,471.00</u>
Over (Under) Budget	<u>16,740.16</u>	<u>2,781.24</u>	<u>19,882.90</u>	<u>0.00</u>	<u>(24,506.90)</u>	<u>500.00</u>	<u>14,897.40</u>
<b>% Budget Received</b>	<b><u>100.13%</u></b>	<b><u>100.47%</u></b>	<b><u>107.85%</u></b>	<b><u>0.00%</u></b>	<b><u>94.47%</u></b>	<b><u>200.00%</u></b>	<b><u>100.11%</u></b>
<b>Expenditures</b>							
YTD Expenditures	12,681,695.46	602,233.81	202,642.08	23,056.00	444,515.00	1,100.00	13,955,242.35
Budget	<u>13,004,636.00</u>	<u>603,158.00</u>	<u>228,180.00</u>	<u>0.00</u>	<u>444,515.00</u>	<u>1,300.00</u>	<u>14,281,789.00</u>
Over (Under) Budget	<u>(322,940.54)</u>	<u>(924.19)</u>	<u>(25,537.92)</u>	<u>23,056.00</u>	<u>0.00</u>	<u>(200.00)</u>	<u>(326,346.65)</u>
<b>% Budget Expended (Over)</b>	<b><u>97.52%</u></b>	<b><u>99.85%</u></b>	<b><u>88.81%</u></b>	<b><u>0.00%</u></b>	<b><u>100.00%</u></b>	<b><u>84.62%</u></b>	<b><u>97.71%</u></b>

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED JUNE 30, 2018					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2017					
	2018			2017	
	Budgeted Amounts			Over (Under)	
	Original	Final	Actual	Final Budget	Actual
<b>REVENUES</b>					
Local Property Taxes	1,265,493	1,218,032	1,297,822.43	79,790.43	1,178,880
Other Local and County Revenues	249,750	262,697	286,174.08	23,477.08	398,495
Revenues from State Sources	10,471,183	10,430,518	10,457,750.49	27,232.49	10,405,842
Revenues from Federal Sources	656,000	739,391	622,771.19	(116,619.81)	704,055
Investment Earnings	10,000	10,000	12,859.97	2,859.97	9,874
<b>TOTAL REVENUES</b>	<b>12,652,426</b>	<b>12,660,638</b>	<b>12,677,378.16</b>	<b>16,740</b>	<b>12,697,146</b>
<b>EXPENDITURES</b>					
<b>District and School Administration</b>					
Wages	605,004	600,929	600,810.72	(118.28)	578,381
Benefits	166,904	163,843	158,107.85	(5,735.15)	142,105
Supplies/Services	63,682	63,122	56,646.35	(6,475.65)	64,867
<b>District Support Services</b>					
Wages	124,131	124,219	123,747.62	(471.38)	116,856
Benefits	26,095	27,217	26,725.70	(491.30)	22,779
Supplies/Services	166,200	177,202	171,858.27	(5,343.73)	167,680
<b>Regular Instruction</b>					
Wages	3,632,824	3,681,142	3,648,388.60	(32,753.40)	3,389,770
Benefits	1,031,623	1,042,054	971,341.27	(70,712.73)	850,601
Supplies/Services	763,791	738,519	644,936.11	(93,582.89)	535,995
<b>Vocational Instruction</b>					
Wages	50,518	51,559	51,558.38	(0.62)	28,322
Benefits	7,985	8,137	8,135.98	(1.02)	4,616
Supplies/Services	9,300	2,436	2,434.83	(1.17)	8,945
<b>Special Education</b>					
Wages	959,286	1,039,218	1,035,439.88	(3,778.12)	793,750
Benefits	221,615	238,827	230,671.63	(8,155.37)	176,053
Supplies/Services	950,815	994,089	959,458.31	(34,630.69)	1,146,234
<b>Instructional Support Services</b>					
Wages	297,347	284,038	306,218.47	22,180.47	244,665
Benefits	56,606	82,826	82,434.40	(391.60)	51,309
Supplies/Services	178,361	161,421	150,582.38	(10,838.62)	136,590
<b>Pupil Support Services</b>					
Wages	524,300	526,242	525,825.16	(416.84)	496,217
Benefits	96,633	88,320	88,314.77	(5.23)	90,553
Supplies/Services	447,075	415,148	404,099.78	(11,048.22)	426,488
<b>Site, Buildings &amp; Equipment</b>					
Wages	555,170	562,086	562,078.74	(7.26)	547,720
Benefits	114,440	120,794	117,640.06	(3,153.94)	109,514
Supplies/Services	1,705,049	1,776,233	1,719,602.62	(56,630.38)	1,751,697
<b>Fiscal &amp; Other Fixed Costs</b>					
	37,161	35,015	34,637.58	(377.42)	95,082
<b>TOTAL EXPENDITURES</b>	<b>12,791,915</b>	<b>13,004,636</b>	<b>12,681,695.46</b>	<b>(322,941)</b>	<b>11,976,790</b>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(139,489)	(343,998)	(4,317)	339,681	720,356

## Bagley Public Schools #162 June 2018 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	51276			<b>MINNESOTA CHILD SUPPORT PAY CT</b>		Wire		
			B 01 215 035		Garnishments			\$1,507.00	
PO#:	Voucher #:	68090	Invoice	Invoice No:	M2018110	6/14/2018	Paid Amt:	\$1,507.00	\$1,507.00
			B 01 215 035		Garnishments			\$1,507.00	
PO#:	Voucher #:	68112	Invoice	Invoice No:	M2018111	6/14/2018	Paid Amt:	\$1,507.00	\$1,507.00
			B 01 215 035		Garnishments			\$1,507.00	
PO#:	Voucher #:	68134	Invoice	Invoice No:	M2018112	6/14/2018	Paid Amt:	\$1,507.00	\$1,507.00
			B 01 215 035		Garnishments			\$1,507.00	
PO#:	Voucher #:	68156	Invoice	Invoice No:	M2018113	6/14/2018	Paid Amt:	\$1,507.00	\$1,507.00
								<b>Check Amount:</b>	<b>\$6,028.00</b>
0162	FNB	1016			<b>MN DEPT OF REVENUE</b>		Wire		
			B 01 215 013		State W/H Payable			\$22,691.09	
PO#:	Voucher #:	68089	Invoice	Invoice No:	M2018110	6/14/2018	Paid Amt:	\$22,691.09	\$22,691.09
			B 01 215 013		State W/H Payable			\$11,237.75	
PO#:	Voucher #:	68111	Invoice	Invoice No:	M2018111	6/14/2018	Paid Amt:	\$11,237.75	\$11,237.75
			B 01 215 013		State W/H Payable			\$11,388.57	
PO#:	Voucher #:	68133	Invoice	Invoice No:	M2018112	6/14/2018	Paid Amt:	\$11,388.57	\$11,388.57
			B 01 215 013		State W/H Payable			\$11,330.08	
PO#:	Voucher #:	68155	Invoice	Invoice No:	M2018113	6/14/2018	Paid Amt:	\$11,330.08	\$11,330.08
			B 01 215 013		State W/H Payable			\$47.72	
PO#:	Voucher #:	68169	Invoice	Invoice No:	Z2018110	6/14/2018	Paid Amt:	\$47.72	\$47.72
								<b>Check Amount:</b>	<b>\$56,695.21</b>
0162	FNB	1015			<b>IRS</b>		Wire		
			B 01 215 010		FICA Payable			\$90,192.42	
			B 01 215 011		Fed W/H Payable			\$44,572.88	
PO#:	Voucher #:	68088	Invoice	Invoice No:	M2018110	6/14/2018	Paid Amt:	\$134,765.30	\$134,765.30
			B 01 215 010		FICA Payable			\$40,814.52	
			B 01 215 011		Fed W/H Payable			\$22,146.23	
PO#:	Voucher #:	68110	Invoice	Invoice No:	M2018111	6/14/2018	Paid Amt:	\$62,960.75	\$62,960.75
			B 01 215 010		FICA Payable			\$41,156.14	
			B 01 215 011		Fed W/H Payable			\$22,472.15	
PO#:	Voucher #:	68132	Invoice	Invoice No:	M2018112	6/14/2018	Paid Amt:	\$63,628.29	\$63,628.29
			B 01 215 010		FICA Payable			\$40,798.56	
			B 01 215 011		Fed W/H Payable			\$22,385.25	
PO#:	Voucher #:	68154	Invoice	Invoice No:	M2018113	6/14/2018	Paid Amt:	\$63,183.81	\$63,183.81
			B 01 215 010		FICA Payable			\$1,509.74	
			B 01 215 011		Fed W/H Payable			\$55.45	
PO#:	Voucher #:	68168	Invoice	Invoice No:	Z2018110	6/14/2018	Paid Amt:	\$1,565.19	\$1,565.19
								<b>Check Amount:</b>	<b>\$326,103.34</b>

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### Bagley Public Schools #162 June 2018 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			\$29,587.29	
PO#:	Voucher #:	68091	Invoice	Invoice No:	M2018110	6/15/2018	Paid Amt:	\$29,587.29	
				B 01 215 017	PERA Payable			\$2,366.43	
PO#:	Voucher #:	68113	Invoice	Invoice No:	M2018111	6/15/2018	Paid Amt:	\$2,366.43	
				B 01 215 017	PERA Payable			\$2,364.75	
PO#:	Voucher #:	68135	Invoice	Invoice No:	M2018112	6/15/2018	Paid Amt:	\$2,364.75	
				B 01 215 017	PERA Payable			\$2,022.02	
PO#:	Voucher #:	68157	Invoice	Invoice No:	M2018113	6/15/2018	Paid Amt:	\$2,022.02	
				B 01 215 017	PERA Payable			\$526.10	
PO#:	Voucher #:	68170	Invoice	Invoice No:	Z2018110	6/15/2018	Paid Amt:	\$526.10	
							Check Amount:	\$36,866.59	
0162	FNB	1014			TRA		Wire		
				B 01 215 018	TRA Payable			\$57,934.08	
PO#:	Voucher #:	68087	Invoice	Invoice No:	M2018110	6/15/2018	Paid Amt:	\$57,934.08	
				B 01 215 018	TRA Payable			\$38,676.46	
PO#:	Voucher #:	68109	Invoice	Invoice No:	M2018111	6/15/2018	Paid Amt:	\$38,676.46	
				B 01 215 018	TRA Payable			\$38,676.46	
PO#:	Voucher #:	68131	Invoice	Invoice No:	M2018112	6/15/2018	Paid Amt:	\$38,676.46	
				B 01 215 018	TRA Payable			\$38,676.00	
PO#:	Voucher #:	68153	Invoice	Invoice No:	M2018113	6/15/2018	Paid Amt:	\$38,676.00	
				B 01 215 018	TRA Payable			\$916.52	
PO#:	Voucher #:	68167	Invoice	Invoice No:	Z2018110	6/15/2018	Paid Amt:	\$916.52	
							Check Amount:	\$174,879.52	
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire		
				B 01 215 030	Insurance Payable			\$65,486.00	
PO#:	Voucher #:	68066	Invoice	Invoice No:	M2018110	6/30/2018	Paid Amt:	\$65,486.00	
							Check Amount:	\$65,486.00	
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01 215 013	State W/H Payable			\$6,935.11	
PO#:	Voucher #:	68348	Invoice	Invoice No:	M2018120	6/30/2018	Paid Amt:	\$6,935.11	
				B 01 215 013	State W/H Payable			\$250.64	
PO#:	Voucher #:	68364	Invoice	Invoice No:	Z2018120	6/30/2018	Paid Amt:	\$250.64	
							Check Amount:	\$7,185.75	
							Report Total:	\$673,244.41	

40

**Bagley Public Schools #162**  
**June 2018 Wire Payments Register**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$673,244.41
<b>Report Total</b>		<b>\$673,244.41</b>

**311 Administrative Information:**

Steve Cairns	Superintendent of Schools
<del>David Gooch</del> Anthony Kerr	High School Principal
John Sutherland	High School Dean of Students
<del>Lee Furuseth</del> Kristi Moritz	Elementary School Principal
Doreen Zierer	Elementary Dean of Students
<del>Aaron Edman</del> Stuart Dukek	Transportation Director

For administrative details and general procedures to follow in your respective work area, teachers should consult with supervisor in charge of the area of work.

**402 DISABILITY NONDISCRIMINATION POLICY**

Board Adopted: January 2, 2011

Board Revised: ~~May 2, 2016~~ July 16, 2018

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the superintendent. This individual is the school district's appointed ADA/Section 504 coordinator.

**III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal ~~David Gooch~~ Anthony Kerr

1130 Main Avenue North

Bagley, MN 56621

Tel (218) 694-3120

[dgooch@bagley.k12.mn.us](mailto:dgooch@bagley.k12.mn.us) [tkerr@bagley.k12.mn.us](mailto:tkerr@bagley.k12.mn.us)

[scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

Superintendent

Steve Cairns

202 Bagley Avenue NW

Bagley, MN 56621

Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

#### **IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the

alleged incident occurred.

- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy,

appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2<sup>nd</sup> Avenue, Suite 430  
Minneapolis, MN 55401  
Toll Free: 800-669-4000  
Tel: 612-335-4040  
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

*Legal References:*

34 C.P.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)  
34 C.P.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

**521 STUDENT DISABILITY NONDISCRIMINATION – ISD #162 Bagley**

Board Adopted: January 3, 2011

Board Revised: ~~May 16, 2016~~ July 16, 2018

**I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

**II. GENERAL STATEMENT OF POLICY**

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

**III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal ~~David Gooch~~ Anthony Kerr  
 1130 Main Avenue North  
 Bagley, MN 56621  
 Tel (218) 694-3120

Superintendent

Steve Cairns  
 202 Bagley Avenue NW  
 Bagley, MN 56621  
 Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

**IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the

complaint process, pending completion of an investigation of alleged unlawful discrimination.

- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the

process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2<sup>nd</sup> Avenue, Suite 430  
Minneapolis, MN 55401  
Toll Free: 800-669-4000  
Tel: 612-335-4040  
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

INDEPENDENT SCHOOL DISTRICT NO. 162

521 FORM: STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated.

Complainant: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_

\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_

\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)

## 522 STUDENT SEX NONDISCRIMINATION POLICY

Board Revised: ~~June 6, 2016~~ July 16, 2018

### I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates the following staff as its Title IX Coordinator and Alternate Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Title IX Coordinator:

Dean of Students Doreen Zierer  
202 Bagley Avenue NW  
Bagley, MN 56621  
Phone 218-694-6528  
[dzierer@bagley.k12.mn.us](mailto:dzierer@bagley.k12.mn.us)

Alternate Title IX Coordinator:

Superintendent Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Phone 218-694-6184  
[scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer. Questions relating solely to Title IX and its regulations may be referred to:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

**III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal ~~David Gooch~~ Anthony Kerr  
1130 Main Avenue North  
Bagley, MN 56621  
Tel (218) 694-3120

Superintendent

Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district’s legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

**IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed

appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or a school district official or neutral third party designated by the Title IX coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

## **V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Compliant Procedures".

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota

and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission

330 S. 2<sup>nd</sup> Avenue, Suite 430

Minneapolis, MN 55401

Toll Free: 800-669-4000

Tel: 612-335-4040

TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

*Legal References:*

34 C.P.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)

34 C.P.R. Section 106.8(b) (Title IX of the Education Amendment of 1972)

## 555 Section 504 Policy

Board Adopted: March 6, 2000

Board Revised: ~~March 20, 2017~~ July 16, 2018

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students with a qualifying disability in any program receiving Federal financial assistance. The Act defines a person with a handicap 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. Additional major life activities include eating, sleeping, standing, lifting, bending, reading, concentrating, and communicating. "Major bodily functions" that are also major life activities include functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory and endocrine systems.
2. Has a record of such impairment, or
3. Is regarded as having such an impairment.

### Formal Compliance with Section 504

In adopting this policy, the Bagley School District states its commitment to non-discrimination on the basis of a qualifying disability. Specific actions in implementing the policy shall include:

1. Public notice of the policy.
2. Notice of the policy in student and parent handbooks.
3. Provision of parent/student rights under the policy at all decision points or in response to any concern.

### Section 504 Coordinators

The District has designated the following individuals to coordinate compliance with Section 504 of Rehabilitation Act of 1973.

Section 504 Coordinator:

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

Alternate Section 504 Coordinator:

BHS Principal ~~David Goech~~ Anthony Kerr  
1130 Main Avenue North  
Bagley, MN 56621  
Phone (218) 694-3120

### Enforcement

Section 504 is enforced by U.S. Department of Education, Office for Civil Rights (OCR). If you need information about Section 504, the contact information is as follows:

Office for Civil Rights, Chicago Office (Region V)  
U.S. Department of Education  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661  
FAX: (312) 730-1560  
TDD: (312) 730-1609  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **Notice of Parent/Student Rights in Identification, Evaluation, and Placement**

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, hereinafter Section 504, the following Notice of Parent/Student Rights in Identification, Evaluation, and Placement shall be utilized in the Bagley Public School District #162. Should you have any questions, contact Superintendent Steve Cairns, the Section 504 Coordinator. As the parents/guardians, you may also meet with the superintendent or a designee and/or the local school board to resolve any objections to the evaluation or educational placement of your child.

The following is a description of some of the rights granted by this federal law pertaining to students with disabilities who are subject to identification, evaluation or placement under Section 504. (See 34 C.F.R § 104 for a full compilation of regulations.)

- A. Your child is entitled to take part in and receive benefits from public education programs or activities without discrimination because of his or her disability. 34 C.F.R. § 104.21
- B. Your child is entitled to receive free appropriate public education regardless of the nature or severity of his or her disability. 34 C.F.R. § 104.33(a)
- C. Your child is entitled to receive a regular or special education and related aids and services that are designed to meet his or her individual educational needs as adequately as the needs of students without disabilities. 34 C.F.R. § 104.33(b)
- D. Your child is entitled to receive free educational services except for those fees that are imposed on students without disabilities or their parents. 34 C.F.R. § 104.33(c)
- E. Your child is entitled to be educated with students without disabilities to the maximum extent appropriate to the needs of your child. 34 C.F.R § 104.34(a)
- F. Your child is entitled to be educated in facilities and received services and activities comparable to those provided to students without disabilities. 34 C.F.R. § 104.34(b)(c)

- G. Your child is entitled to an evaluation prior to an initial placement and any subsequent significant change in placement. 34 C.F.R. § 104.35(a)
- H. Your child is entitled to be evaluated and tested with procedures in accordance with regulations pertaining to evaluation procedures. 34 C.F.R. §104.34(b)
- I. Your child is entitled to have evaluation data and placement decisions based upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. 34 C.F.R § 104.35(c)(1)
- J. Your child is entitled to have interpretation of data and placement decisions based on evaluation procedures that ensure information is obtained from a variety of documented and carefully considered sources. 34 C.F.R. § 104.35(b)(c)(2)
- K. Your child is entitled to have placement decisions made by persons knowledgeable about your child, the meaning of evaluation data, and placement options. 34 C.F.R. § 104.35 (c)(3)
- L. Your child is entitled to periodic evaluations. 34 C.F.R. § 104.35(d)
- M. Your child is entitled to an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district. 34 C.F.R. §104.37
- N. You are entitled to notice prior to any action by the district pertaining to the identification, evaluation, or placement of your child. 34 C.F.R. § 104.36
- O. You are entitled to examine relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. 34 C.F.R. § 104.36
- P. File a grievance under Section 504 (See *Section Grievance Procedures* below).
- Q. Request conciliation, mediation, or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, education program, or placement (See *Section 504 Hearings* below).
- R. Seek review of the results of the hearing (See *Section 504 Hearings* below).
- S. These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the U.S. Department of Education, Office of Civil Rights, or initiating action in state or federal court.

## **Section 504 Grievance Procedures.**

The grievance procedures for alleging violations under Section 504 are as follows:

### **Step 1 - Grievance**

The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the 504 Coordinator or Alternate Section 504 Coordinator within five (5) days after the evaluation or educational placement of the child. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties. If the 504 Coordinator is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days from the date of filing the grievance.

### **Step 2 - Appeal**

If the complainant wishes to appeal the decision of the local Section 504 Coordinator or Alternate Section 504 Coordinator, he/she may submit a signed statement of appeal to the Chair of the School Board within five (5) school days after receipt of the Coordinators' response. The Chair of School Board shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school days.

### **Step 3 – Impartial Hearing**

If the complainant remains unresolved, you are entitled to request an impartial hearing and an appeal of any decisions or actions taken by the school district regarding your child's identification, evaluation, educational program, or placement. The school district will bear the costs for these due process procedures. Parents, guardians and the student may take part in the hearing and be represented by an attorney, at their own expense. The following details the procedures:

- i. If you disagree with the identification, evaluation, educational placement, or with the provisions of a free appropriate public education for your child, you may make a request for a hearing to the superintendent or the Section 504 coordinator, indicating the specific reason(s) for the request. Upon receipt of the request, the superintendent shall appoint the hearing officer.
- ii. The school district may initiate a hearing regarding the identification, evaluation, or education placement of the student or the provision of a free appropriate public education to the student. The school district shall notify you of the special reason(s) for the request.
- iii. The school district shall conduct hearings within twenty (20) instructional days after it receives the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to you.

#### **Step 4 – Appeal of Hearing**

You are entitled to request a review (appeal) of the hearing, should you not prevail. The following details the procedures:

- i. You or any party to the hearing may petition to review (appeal) the decision of the hearing officer. The request must specify the objections and be filed with the superintendent and the opposing party within twenty (20) instructional days of the date the hearing officer's decision is received. The school district must appoint an independent appeals officer to conduct an impartial review of the record as a whole. The officer may, at his/her election, conduct the review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party requests an extension of time.
- ii. The appeals officer shall ensure that a transcript of the review is prepared and made available to any party upon request.
- iii. Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.
- iv. A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails.

This document is not to be a substitute for legal advice. It contains portions of the Section 504 regulations. For a complete compilation of the law, see 34 C.F.R. § 104.

# Facility Use Agreement

Bagley Public Schools  
202 Bagley Avenue NW, Bagley, MN 56621

Complete and return form at least five day in advance. This application does not guarantee a reservation.

Requested Facility:  High School – ~~David Gooch~~  Elementary School – ~~Lee Furuseth~~

Group Name: \_\_\_\_\_ Contact Person in Charge: \_\_\_\_\_

Phone Numbers (include area code) Day \_\_\_\_\_ Night \_\_\_\_\_

Billing Address, City, ST, Zip: \_\_\_\_\_

Purpose/Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

### Room(s) Requested & School Facilities Basic Rates:

- |   |  |
|---|--|
| <input type="checkbox"/> No Room Rental Fee       | <input type="checkbox"/> Classroom/Meeting/Locker Rooms - \$30 |
| <input type="checkbox"/> HS Room 100 - \$30       | <input type="checkbox"/> HS Room 101 - \$30                    |
| <input type="checkbox"/> HS Gym - \$75            | <input type="checkbox"/> Elem Lg Gym - \$75                    |
| <input type="checkbox"/> Cafeteria/Commons - \$50 | <input type="checkbox"/> Kitchen - \$50                        |
|   | <input type="checkbox"/> Media Center - \$30                   |
|   | <input type="checkbox"/> Elem Sm Gym - \$50                    |
|   | <input type="checkbox"/> Auditorium - \$175                    |
|   | <input type="checkbox"/> Cook Fee -                            |
|   | <input type="checkbox"/> Computer Lab - \$50                   |
|   | <input type="checkbox"/> Custodial Fee -                       |

Door(s) to Be Opened: \_\_\_\_\_

Door Opening/Closing Times: \_\_\_\_\_

Food: No  Yes  (Group must comply with Minnesota Health Codes)

Equipment or set-up needs: \_\_\_\_\_

Custodian's report on the condition facilities were left in: \_\_\_\_\_

Date Booked: \_\_\_\_\_ Person Completing Request Form: \_\_\_\_\_

When Bagley Public Schools are closed due to inclement weather, power outages or other building emergencies, all facility reservation contracts are cancelled.

- All groups are required to provide adult supervision for all activities. This supervisor must be in the building with the group at all times.
- School personnel (site supervisor/custodian) will supervise the facility, but are not required to supervise the group or its activities.
- Permission and invoice will be sent to contact person after processing.
- All Bagley Public Schools Facilities and Grounds are Tobacco Free and Weapons Free.
- Possession of or drinking alcoholic beverages is prohibited.
- Kitchen facilities may not be used without the express approval of the Food Service Coordinator. An employee of the food service MUST BE in attendance for supervisory purposes when the kitchen is being used.
- Prior to the use of any facility, the Superintendent MAY require a certificate of insurance with liability coverage with ISD #162 named on the certificate.
- Renters agree to indemnify and hold School District #162 harmless from all claims or causes of action arising out of the renter's use of the school premises.
- Renters agree to pay for all damage to school building or equipment arising out of renter's use of school property.
- Bagley Public Schools reserves the right to hire law enforcement when we see fit. The cost will be at the renter's expense.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Copies Sent to:

- ~~David G & Kim H~~ BHS Office  ~~Lee Furuseth~~ BES Office  HS Custodian  Elem Custodian
- ~~Terri C. Head Cook~~  ~~Doreen Zierer~~ Athletic Director
- Community Ed  Phy Ed Dept.  Jen Hecht  Other -

### District Office Use Only

Facility Use is:  Approval  Denied Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bagley Elementary School Handbook Signature Page

By signing this form, I certify that I have received, understand, and agree to the terms of, the 2018-2019 Bagley Elementary School handbook.



Student  
Signature: \_\_\_\_\_ date: \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_ date: \_\_\_\_\_

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*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. 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. Along with rich instructional approaches and first-rate curriculum, Bagley students will be able to engage in the educational process using the tools of the 21st century.*

*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 2016-2017 school year will be the third year in a three-year process of 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 implementation of Learning Targets and Interactive Notebooks/Journals are two of the Focus interventions at our school. In order to accomplish this important work, we have put together a Focus Team, which includes a variety of stakeholders, including parents. Bagley Elementary has additional parent involvement teams, including the Title I/ADSIS/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.*

*And the survey said. During May of last year, we wanted to know what our students think/feel about our school. We conducted a survey asking numerous questions about various aspects of our school. Students expressed their pleasure and displeasure about the school atmosphere, bullying, communications, student learning opportunities, technology, and in the many parts of the school including the playground, lunchroom, buses and classrooms. The school intends to use the survey results to analyze ways to more effectively educate our students.*

*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.*

**Letter from Kristi Moritz, K-6 Elementary Principal**

Greetings! I am Kristi Moritz, the new Bagley Elementary School Principal. I am very excited to work with Bagley’s students, staff, parents, and community. I grew up in Bagley and graduated from Bagley High School in 1997. After high school, I went on to attend Minnesota State University, Mankato where I graduated with a Bachelor’s Degree in Education. My first teaching job was in Arizona teaching 4th grade. I spent 14 years in Arizona teaching in general education, as a Reading Specialist, and as a Master Teacher. During that time, I graduated with 3 Master’s Degrees in Education from Northern Arizona University. In 2014, I moved back to Minnesota and spent the past 4 years teaching in the Mahnommen School District.

I am married and have 2 boys, age 9 and 13. We live on the Uhlir family farm near Winger, MN. Our farm animals consist of our 3 dogs and 2 cats. We enjoy living in the country and being close to family. As a family, we enjoy building and creating Lego worlds. I enjoy traveling, reading, and cooking in my spare time.

I am looking forward to the 2018-2019 school year and continuing Bagley’s many successes and traditions!

Sincerely,

Kristi Moritz - Bagley Elementary Principal

**INDEPENDENT SCHOOL DISTRICT 162 – BAGLEY**

District Office/Superintendent – Steve Cairns	694-6184
Elementary Office/Principal	694-6528
Jr./Sr. High School Office	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	<a href="http://www.bagley.k12.mn.us">www.bagley.k12.mn.us</a>

**Bagley Elementary School List of Important Dates and Events**

<del>August 30</del>	<del>K-4 Teacher Workshop 8:00-3:30</del>
<del>August 31</del>	<del>All Elementary Staff Workshop 8:00-3:30</del>
<del>Sept. 1</del>	<del>All Elementary Teacher Workshop. Open House 5:00-7:30. Meal from 5:30-6:30.</del>
<del>September 2-3</del>	<del>Labor Day Weekend- <b>No School</b></del>
<del>September 5</del>	<del>Labor Day- <b>No School</b></del>
<del>September 6</del>	<del>Classes begin for students</del>
<del>September 13</del>	<del>Picture Day</del>
<del>September 26-30</del>	<del>Homecoming Week (Parade 2:30 Sept. 25<sup>th</sup>)</del>
<del>October 4</del>	<del>Grades 5-12 Conferences 4:00-7:30PM</del>
<del>October 20-21</del>	<del>Fall Break (MEA Professional Days) – <b>No School</b></del>
<del>October 18</del>	<del>Picture Retakes</del>
<del>November 4</del>	<del>End of Quarter 1</del>
<del>November 11</del>	<del>Conference Exchange Day – <b>No School</b></del>
<del>November 17</del>	<del>Grades K-4 Conferences 3:30-7:30</del>
<del>November 18</del>	<del>Grades K-4 Conferences 8:00-3:30</del>
<del>November 18</del>	<del><b>No School</b> - Grades 5-12. Teacher Workshop</del>

November 24-25	Thanksgiving Vacation— <b>No School</b>
December 8	Grades 5-12 Conferences 4:00-7:30
December 21	Last Day of School for students before Christmas vacation
Dec. 22-Jan. 2	Break
January 3	Classes resume
January 16	<b>No School</b> -Staff Development day for teachers
January 20	End of Quarter 2
January-March	Rollerskating (Dates to be announced)
February 17	Conference Exchange Day— <b>No School</b>
February 20	President's Day— <b>No School</b>
February 23	Grades 5-12 Conferences 4:00-7:30
Early March	Scholastic Book Fair
March 20	End of Quarter 3
March 21	<b>No School</b> -Staff Development day for teachers
March 25	<b>No School</b> -Spring Break
<b>April</b>	<b>Book Bingo</b>
April 6	Grades K-4 Conferences 3:30-7:30
April 7	Grades K-4 Conferences 8:00-3:30
Late March-April	MCA testing grades 3-6
April 17	Possible Emergency Day 1— <b>No School</b>
April 27	Grades 5-12 Conferences 4:00-7:30
May 4	Kindergarten Round Up
May 19	Possible Emergency Day 2— <b>No School</b>
May 26	Possible Emergency Day 3— <b>No School</b>
June 1	Last Day of Classes
June 2	Graduation 7:30PM

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 17  
 #2: May 19

#3: May 26

August 28	K-5 Staff Development
August 29	K-12 Staff Development
August 30	K-12 Staff Development
August 30	Open House 5:00-7:30 Meal from 5:30-6:30
September 3	Labor Day - <b>No School</b>
September 4	Students First Day
October 1	Grades 6-12 Conferences 4:00-7:30
October 18-19	Fall Break - <b>No School</b>
November 2	End of Quarter 1

November 9	Conference Exchange Day - <i>No School</i>
November 15	Grades K-5 Conferences 3:30-7:30
November 16	Grades K-5 Conferences 8:00-3:30 - <i>No School</i>
November 16	Grades 6-12 Staff Development - <i>No School</i>
November 22-23	Thanksgiving Break - <i>No School</i>
December 6	Grades 6-12 Conferences 4:00-7:30
Dec. 21-31	Christmas Break - <i>No School</i>
January 1	New Year's Day - <i>No School</i>
January 2	Classes Resume
January 18	End of Quarter 2
January 21	MLK Day K-12 Staff Development - <i>No School</i>
February 15	Conference Exchange Day - <i>No School</i>
February 18	President's Day - <i>No School</i>
February 21	Grades 6-12 Conferences 4:00-7:30
March 22	End of Quarter 3
April 4	Grades K-5 Conferences 3:30-7:30
April 5	Grades K-5 Conferences 8:00-3:30 - <i>No School</i>
April 5	Grades 6-12 Staff Development - <i>No School</i>
April 19	Spring Break - <i>No School</i>
April 22	Possible Emergency Day
April 25	Grades 6-12 Conferences 4:00-7:30
May 17	Possible Emergency Day
May 24	Possible Emergency Day
May 27	Memorial Day - <i>No School</i>
May 30	End of Quarter 4
May 30	Students Last Day
May 31	K-12 Staff Development
May 31	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:

Emergency Day: #1: April 22  
#2: May 24  
#3: May 17

### SCHOOL BOARD MEMBERS

Jamie Grover  
15063 366 St.  
Bagley, MN 56621

LeAnn Agnes  
21151 400<sup>th</sup> St.  
Bagley, MN 56621

Renee Benson  
34473 189<sup>th</sup> Ave  
Bagley, MN 56621

Amy Fontaine  
907 Main Avenue N  
Bagley, MN 56621

Jeremy Davies  
PO Box 278  
Bagley, MN 56621

Wendy Fultz  
17202 Mosquito Creek Road  
Bagley, MN 56621

Adam Broden  
18274 300<sup>th</sup> Street

**“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  
~~Crane, LeeAnn~~  
Muller, CeeGee  
Floyd, Andrew  
Melander, Julie

**GRADE 1**

Hutchens, Cheryl  
~~Blumhagen, Randie~~  
~~Muller, CeeGee~~  
Carlson, Alyssa  
Klinkhammer, Sarah

**GRADE 2**

~~Gray, Katie~~  
~~Tramm, Sara~~  
Larson, Sarah  
Schwegel, Sarah  
Brewer, Sonya  
Renollet, Reva

**GRADE 3**

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

**GRADE 4**

Agnew, Lori  
Nelson, Melanie  
Nordlund, Ashley  
Bozovsky, Marie  
~~Dahl, Cassie~~

**GRADE 5**

Dahl, Cassie  
Loehlein, Richard  
Crane, LeAnne  
~~Dunn, Teresa~~  
Larson, Pete

**GRADE 6**

Tramm, Sara  
Larson, Pete  
Gerbracht, Kari  
Sorgaard, Amanda  
Cage, Matt

**PARAPROFESSIONALS**

Chesley, Bonnie

~~Derheim, Nicole~~  
Goodwin, Stacey  
Johnson, Jessica  
Larson, Heidi  
Mathison, Jessica  
Ranisate, Debra  
Schuppert, Krystal  
Syverson, Candy  
Maruska, Dava  
Nolan, Nicole

**READING/TITLE**

~~Minske, Sheri~~  
Strandlien, Terri

**PHY-ED**

Carstens, Darin  
Higgins, Tom  
Link, Joseph

**MUSIC**

Gunderson, Josh  
Kilber, Britta

**ART**

Kohlhase, Sarah

**SLD**

~~Glatt, Jessica~~  
Knutson, Terri (Para)  
Lee, Amy (Para)  
Mayer, Colleen  
Musselman, Christine  
~~Paulson, Julie~~  
~~Sloan, Kathi~~  
Dyrdahl, Jenna  
Gargano, Marcie

**EBD**

Christensen, Tammy (Para)  
Dahl, Casey (Para)  
Halverson, Rebecca  
Knutson, Michelle (Para)  
Riggs, Karla (Para)

**MULTI-NEEDS**

Ekre, Nichole (Para)  
Gubrud, Lacey (Para)  
~~Halvorson, Mayce (Para)~~  
~~Johnson, Sarah (Para)~~  
Mayer, Steven (Para)  
Rentz-Molde, Rosalea (Para)

Sather, Amy (Para)  
Williams, Melissa

**ASD**

Danielson, Crystal (Para)  
~~Jacobs, Carl~~  
Jeska, Molly  
Kaiser, Misten (Para)  
Lapos, Nancy (Para)  
Fraley, Kelsi (Para)

**SPEECH**

Jeska, Molly  
~~Kolstad, Ashley~~  
Thomas, Kristin

**TECHNOLOGY  
COORDINATOR**

Dukek, Brenda

**TECHNOLOGY  
INTEGRATIONIST**

Reynolds, Troy

**DISTRICT ASSESSMENT  
COORDINATOR**

Kent, Amy

**MEDIA CENTER**

Hanse, Kim (Para)

**ECSE**

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

**ECFE/SCHOOL READINESS**

Anderson, Stephanie  
Bennett, Lynn (Para)  
Hagen, Chris  
~~Marsh, Arika~~  
Lundmark, Amanda (Para)  
Martin, Kati (Para)  
Rolfson, Debbie (Para)

**HEADSTART**

~~Jordan, Amie (Para)~~  
~~Nisley, Judy (Para)~~  
~~Wagner, Brittany~~

**READING  
INTERVENTIONIST**

Conger, Kathy  
~~Minske, Sheri~~

~~Paulson, Julie~~  
~~Sloan, Kathi~~  
Dunn, Teresa  
Julin, Lois

**SCHOOL/HOME  
INTERVENTIONIST**  
Strandlien, Heather  
Vik, Carol

**TRUANCY TRACKER**  
~~Schermerhorn, Belinda~~  
Trefz, Hannah

**SCHOOL HEALTH PARAS**  
~~Nelson, Ashley~~

**TRANSPORTATION  
DIRECTOR**

~~Goldstein, Wenesdai~~  
Dukek, Stuart

**CUSTODIAN MANAGER**  
LaVine, Dan/McCollum, Ron

**COOK/MANAGER**  
Christianson, Terri

**COMMUNITY EDUCATION**  
Haman, Jen (Secretary)  
Corrie Uhlir

**ADMINISTRATIVE TEAM:  
SUPERINTENDENT'S  
OFFICE**

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

**ELEMENTARY OFFICE**

Boe, Dixie (Secretary)  
~~Furusetth, Lee (Principal)~~  
Moritz, Kristi (Principal)  
Johnson, Tammy (Secretary)  
Zierer, Doreen (Dean of  
Students/Athletic Directo

## Bagley Elementary School Supply List 2018-2019

### Kindergarten:

ALL: Please note which items need to be labeled with your child's name

- 1 backpack(without wheels)-labeled
  - 2 plastic folders (1 for Melander) - labeled
  - 4 black dry erase markers
  - 4 boxes of 24 count crayons (not Melander)
  - 1 or 2 boxes of Kleenex
  - 1 pkg. of 24 sharpened colored pencils (not Melander) - labeled
  - 1 box of 12 pencils (not Melander or Brovold)
  - 18-24 glue sticks (not Melander)
  - 1 pkg. of Crayola washable markers (fat or thin) ( not Melander) - labeled
  - 1 hand held pencil sharpener (not Melander) - labeled
  - Optional (headphones for technology class)
- In addition each class will need to bring the following:

### Mrs. Brovold-

- 1 1-inch 3 ring binder - labeled
- 1 3-ringed mesh zippered pencil pouch - labeled
- 1 box of Ziploc sandwich or snack size baggies

### Mrs. Blumhagen-

- ~~+ 1-inch 3 ring binder~~
- ~~+ 3-ringed mesh zippered pencil pouch~~
- ~~+ box Ziploc Gallon size baggies~~
- ~~+ bottle Elmer's glue~~

### Ms. Melander

- 1 child sized scissors

### Mrs. Muller

- 1 child sized scissors
- 1 bottle Elmer's glue
- 1 box Ziploc sandwich size baggies
- 1 pkg. baby wipes

### Grade 1:

#### **Following items labeled with your child's name**

- 1 backpack (no wheels)
- 1 clear Rubbermaid tote (shoebox size with cover)
- 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
- 3 dozen pencils (one dozen for each quarter) recommended DIXON TICONDEROGA
- 24 at least Elmer's Glue sticks
- 2 pkgs. 3"x 5" index cards
- 4 dry erase markers-black only
- 1 plastic/heavy duty 2 pocket folders (yellow)

- 2 boxes of Kleenex

- 1 highlighter

- \$1.00 for agenda

- \$5.00 for holiday party money

- Optional (headphones for technology class)

### Carlson's Class Only

- 1 pkg. gallon Ziploc baggies

- 1 black/white marble composition notebook

### Klinkhammer's Class Only

- 1 sock or whiteboard eraser

- 1 pkg. sandwich Ziploc baggies

### Rusten's Class

- ~~2 wide-ruled 70 page notebooks in yellow and blue~~

- ~~+ package of Styrofoam cups~~

- ~~+ composition notebook~~

### Grade 2:

#### Please label with child's name

- 1 backpack (no wheels)

- 2 notebooks

- 1 - 12" ruler

- 2 - 2 pocket folders (1 red, 1 blue)

- 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

- 12 glue sticks (Elmer's Brand)

- 1 water color set

- Post It notes

- 3 dozen #2 pencils - sharpened (Up and Up Brand or USA Gold Brand)

- 1 container of pencil top erasers

- \$1.00 for agenda

- \$5.00 for classroom parties

- Optional (headphones for technology class)

### Framm's class

- ~~Post it notes~~

- ~~Sandwich size baggies~~

### S. Larson's class

sandwich size baggies

**Schwegel's class**

\$5.00 for classroom parties

Optional (headphones for technology class)

**Grade 3:**

1 backpack (no wheels)

4 dozen pencils

4 single-subject wide-ruled notebooks (R, G, B, Y)

5 solid-color pocket folders (R, G, B, Y, O)

1 12-inch non-flexible ruler (in. and cm.)

12 glue sticks

1 bottle Elmer's Glue

2 pkg. of colored pencils

2 boxes of 24 crayons

2 boxes of Crayola Washable markers

1 school scissors

1 **yellow** highlighter

1 large flat pink eraser

4 dry erase markers (red, blue, black, green)

2 plastic pencil boxes

2 1" hard 3-ring binders with pockets on inside cover

2 boxes Kleenex

1 box sandwich size Ziploc bags (sealable)

1 container of Lysol wipes

\$4.00 for class parties all year

\$1.00 for agenda

Optional (headphones for technology class)

**Grade 4:**

1 backpack (no wheels)

1 pkg. crayons

2 boxes colored pencils

1 pkg. of Crayola markers

3 dozen pencils

2 thin black permanent markers

4 low odor Expo markers

12 glue sticks

1 scissors

pencil sharpener with lid

1 pkg. regular sized post it notes

2 composition notebook

pencil box

1-1 inch binder with front sleeve

3 folders

1 highlighter

3 boxes Kleenex

\$1.00 for agenda

\$5.00 for class parties

Optional (headphones for technology class)

**Grade 5:**

12 glue sticks

3 dozen pencils (no mechanical) (not Dahl)

2 scissors

2 boxes colored pencils

5 folders (not Dahl)

2 (4) pack dry erase markers

2 boxes Kleenex

1 pencil box (no pouches)

liquid glue one bottle

pencil top erasers (not Dahl)

2 personal pencil sharpeners (not Dahl)

2 notebooks (not Dahl)

3 composition notebooks (not Dahl)

1 calculator (not Dahl)

\$4.00 to cover project supplies

\$1.00 for agenda

Post It notes 2x2 5 pack (only 2 for Dahl)

Post It notes 1x1 5 pack (only 2 for Dahl)

package of loose-leaf paper (Crane only)

2" 3 ring binder (Crane only)

2" binder with front sleeve (Dahl only)

1" binder with pockets (Dahl only)

1 box pencils (Dahl only)

mechanical pencils with lead (optional) (Dahl only)

colored markers (Dahl only)

1 box sandwich Ziploc bags (Dahl only)

Optional (headphones for technology class)

**Grade 6:**

dry erase markers pkg. of 4

highlighters (pkg. of 4) different colors

4 dozen pencils

assorted colored pencils

erasers

scissors

pencil sharpener with lid

3 composition notebooks: (1 red, 1 yellow, 1 your choice)

5 folders (green, black, blue, red, yellow)

markers

18 glue sticks

1 3-ring binder with front pocket

2 pkg. filler paper

tab dividers for 3-ring binder

1 box kleenex

metric/standard ruler

\$1.00 for agenda

\$4.00 for project supplies

Optional (headphones for technology class)

## 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](http://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 pick up their child at the appointed time.

### ADMISSION to MSHSL (activity passes)

BES Student Pass-\$25 (new pass)-grade 3 and above. 2<sup>nd</sup> 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. 15<sup>th</sup>. 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-5 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 (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.

#### LOCKS and LOCKERS

Lockers are provided for the students in grades 1-6 for the purpose of storing school and personal items such as but not limited to: coats/jackets, boots/shoes, backpacks, books/notebooks, school supplies and other various personal items. Students are responsible for the cleanliness and condition of the locker and the items being stored. Lockers are available, upon request, in the Elementary Office. Locks will be collected at the end of the year. Please note: students are not to use locks purchased from outside sources. It is important that the Elementary Office has universal access to the lockers through the use of master keys and combinations.

### 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.

### 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.

### 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.

### 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), KKBK (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 1<sup>st</sup> 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**

### 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.

### 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.

### 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.

### 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.

### 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 students 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 or 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.

### 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.

## **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.

#### 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 - missed 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/STUDENTVUE-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.

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.

PROJECT LEAD THE WAY

We are very excited to introduce the implementation of a new technology-based curriculum called Gateway To Technology. This program was 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	1 <sup>st</sup> Quarter=NA	2 <sup>nd</sup> Quarter=2	3 <sup>rd</sup> Quarter=3	4 <sup>th</sup> Quarter=4
First Grade	1 <sup>st</sup> Quarter= 5	2 <sup>nd</sup> Quarter=8	3 <sup>rd</sup> Quarter=12	4 <sup>th</sup> Quarter=16-18
Second Grade	1 <sup>st</sup> Quarter=20	2 <sup>nd</sup> Quarter=23	3 <sup>rd</sup> Quarter=25	4 <sup>th</sup> Quarter=28

REPORT CARD/SUBJECTS AND SUB-STRANDS

Language Arts:

- Phonemic Awareness: (K)
- Phonics/Alphabetic Principle: (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~~ Kristi Moritz (218) 694-6528

High School – ~~David Gooch~~ Tony Kerr (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:

<b>Test</b>	<b>When Administered</b>	<b>Comments</b>
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 grades 1-5
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

Provided for the parents is the *Parent/Guardian Refusal for Student Participation in Statewide Assessments* form. This form is an insert item at the back of the **Student Handbook** or can be found on the Bagley School District Website. The documents provide basic information for parents or guardians, who are making decision regarding statewide testing (MCAs). Including in the documentation is a form parents can use for refusal of participation in MCA testing.

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 these pages will be provided at fall conferences, ~~Oct. 18 and Oct. 19~~ Nov. 15 and Nov. 16. 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 ~~2016-2017~~2018-2019 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~~ Aug. 30
- Conferences on:
  - ~~K-5:~~
  - ~~Grades 5-6: Oct. 4, Dec. 8, Feb. 23, and April 27~~
  - K-5: Nov. 15, Nov. 16, April 4, and April 5
  - Grade 6: Oct. 1, Dec. 6, Feb. 21, April 25

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

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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.*~~

~~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 Elementary School students 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 the said assembly and will not be able to attend the next assemblies.

### BULLYING PROHIBITION POLICY

#### **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.

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 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).
3. Skirts or shorts must be fingertip length or longer (with leveled shoulders when arms are hanging at sides).
4. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
5. 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.

6. 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.
7. 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.
8. 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.
9. Due to persons with allergies and other respiratory problems, use of perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.

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

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

3<sup>rd</sup> 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

#### **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~~

**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 Expectation: SOARR Matrix**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
Follow directions	Be positive	Ask questions	Be kind	Be truthful
Use materials properly	Accept and encourage others	Be your best	Raise your hand	Engage fully
Respect personal spaces	Take on challenges	Work together	Respect personal opinions	Have good attendance
		Make mistakes	Use good listening skills	
		Focus on the task		

**Hallway Expectations: SOARR Matrix**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
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Walk	Welcome others	Be a leader	Follow adult directives	Keep hallways clean
Use stairs safely	Use appropriate communication	Be your best	Use a quiet voice	Keep belongings close
Watch where you are going	Do the right thing	Move with purpose	Treat property respectfully	
Respect personal spaces		Be mindful of others		

**Bathroom Expectations: SOARR Matrix**

Safe	Optimistic	Achiever	Respectful	Responsible
Keep water in the sink	Be polite	Use your time wisely	Be considerate	Use the student Bathrooms
Keep the floors clean		Wash hands	Use a quiet voice	Flush the toilet
Leave lights on				
Keep feet on the floor				
Respect personal spaces				

**Cafeteria Expectations: SOARR Matrix**

Safe	Optimistic	Achiever	Respectful	Responsible
Walk	Try new foods	Use time wisely	Use a quiet voice	Take only what you eat
Sit in your seat	Welcome and accept others	Be mindful of others	Use good manners	Two hands on your tray
Keep our cafeteria clean			Follow adult directives	Use utensils properly
Eat your own food				

**Community Expectations: SOARR**

Safe	Optimistic	Achiever	Respectful	Responsible
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Stay in assigned areas	Use positive words and actions	Participate	Be considerate	Be mindful of your surroundings
Follow adult directives	Be friendly	Make good choices	Use good manners	Be truthful always
Stay with an adult	Welcome and accept others	Try new things	Help others	
Follow safety rules		Be a leader		

**Technology Expectation: SOARR Matrix**

Safe	Optimistic	Achiever	Respectful	Responsible
Use approved sites and avoid inappropriate Sites	Use resources for positive Purposes	Use technology to learn	Follow adult directives	Report cyber bullying
Keep information Private	Offer support	Be your best	Be kind	Handle devices With Care
	Be creative	Focus on the task		Charge your devices
		Recognize cyber bullying		

**Playground Expectations: SOARR Matrix**

Safe	Optimistic	Achiever	Respectful	Responsible
Use equipment safely	Be fair	Be a leader	Take turns	Wear proper clothing
Stay in designated areas	Welcome and accept others	Recognize misbehavior and Bullying	Line up when whistle/signal	Report bullying/ misbehavior
Keep hands and feet to self	Have a positive attitude /action	Move your body		Keep track of your own belongings
Follow rules				

**Transportation Expectations: SOARR Matrix**

Safe	Optimistic	Achiever	Respectful	Responsible
Stay in your seat	Greetings	Use time wisely	Be ready and on time	Report misbehavior and bullying
Follow directions		Be a leader	Treat bus property Respectfully	Keep track of your own Belonging
Stay out of bus danger Zone		Recognize misbehavior and bullying	Follow adult directive	Wear proper clothing

**If a student chooses to break a rule, staff...**

- Will warn the student
- Will contact parents/guardians if the problem persists.
- May remove the student from the classroom to a buddy room.
- 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 school behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by staff 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.
- Behavior contract
- Loss of school privileges.
- Reflection sheet
- 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, and assign lunch 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.

**Lunch Detention:** Students who violate school rules may be required to serve lunch detention. Students who serve lunch detention will serve it in the elementary office.

**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.

**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.

**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. Any student that is suspended out-of-school, must have a readmission meeting before the student will be allowed back in school. The meeting must include the following people: The Student, Parent, Principal and/or Dean of Students.

#### **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.

**Dress Code Violations**–Violation of the dress code as described in the handbook

**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.

**Scuffling/Horseplay**–Mutual poking, pushing, shoving, snowball throwing that is more playful than angry in nature.

**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**

**1<sup>st</sup> Offense** – Warning/ Detention

**2<sup>nd</sup> Offense** – Detention/In school detention

**3<sup>rd</sup> Offense** – Up to three days of In or Out of School Suspension and a Behavior Plan

**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 in the handbook.

**Burglary**–Entering a school building or classroom without consent with intent or to commit a crime.

**Computer Misuse**-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

**Disorderly Conduct**-Disruptive or out of control behavior where the student does not respond to staff intervention.

**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.

**Extortion**-Obtaining money, property, or services of any sort by threat.

**Fighting**-Mutual combat.

**Hazing**-as described in the handbook

**Inappropriate Posting (Filming a Fight) 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.

**Instigating Fight/Filming a Fight**-Words or actions including filming of 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 signing out from the office.

**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.

**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).

**Reckless Driving**-on or around school property that may endanger students or staff.

**Smoking/Possession of Tobacco/VAPE Products/Paraphernalia**-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.

**Under the Influence of Drugs/Alcohol**-on school property or at school activities.

**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**

**1<sup>st</sup> Offense** - Detention/In school suspension

**2<sup>nd</sup> Offense** – up to three days of In or Out of School Suspension

**3<sup>rd</sup> Offense** – up to five days of In or Out of School Suspension and a behavior plan

**Subsequent Offenses** – Five to ten days of In or Out of School Suspension

### **LEVEL 3 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).

### **CONSEQUENCES FOR LEVEL 3 OFFENSES**

**1<sup>st</sup> Offense** – Ten days of Out of School Suspension, possible 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, possible 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 3 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.

## **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 will be sent to the family. Low balance notices will be sent to families weekly and by automated calling system on Wednesday evenings at 6:00 p.m. 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)	\$1.50	Free
Lunch	\$2.50	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 mucus, 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 b 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/Ipods, tablets, handheld computers, or video games) are prohibited from use during school hours. *\*For detailed information regarding School District Policy #570, please go to the website or request a copy from the Elementary or Superintendent's office.* Cell phone 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 reasonable suspicion that the phone has been used the cell phone or CP-PEDS 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. Note: If the student does not give the teacher/administrator/staff member the CP-PEDs when asked, the student will be considered insubordinate and will have consequences related to insubordination.

### 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

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.

**If the student chooses to break a rule:**

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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. The bus driver must contact the parent, 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, 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.

**4<sup>th</sup> offense** – three to five school-day suspension from riding the bus, depending on the severity of the infraction working collaboratively, the transportation director and a building administrator, the bus driver will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the 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.

**5<sup>th</sup> 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. The building administrator will notify the Superintendent if a two-week bus suspension is being imposed.

**6<sup>th</sup> offense** – Off the bus 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 by a building administrator if a bus suspension is being imposed.

**Severe Clause:** Students will be suspended immediately off the bus for behavior deemed severe by the bus driver and the transportation director or a building administrator.

- 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, 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. 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.

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**

#### **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.
2. 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.
3. Respect and protect the intellectual property of others.
  - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
  - Do not plagiarize.
4. 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](http://www.bagley.k12.mn.us)) or by request from the District Office.

## **2018-2019 Final Bagley Student Handbook Amendments**

**For School Board Approval, 7/16/18**

**Presented by: Tony Kerr, HS Principal**

The Notable Amendments are list in page order:

-school year on the cover page

-table of contents page identifiers

P.1 Principals' letter will be updated

P.2 Student Council Letter will be updated

P.5 Testing schedule will be updated

P.6 School Calendar will be updated

P.9 Add "blankets" to the "Backpack and Bags" section

P.9 Add the "Cell phone cannot be used to film" statement

P.10 Time changes for dances, age limit to 20 years old

P.13 Add "After Prom" to the "Junior/ Senior High Prom, Banquet, Grand March" Section

P.16 Change the Section 504 Coordinator to Anthony Kerr

P.23 Subtract AP Calculus and add AP US History

P.23 Add district policy 620 to the "Credit for Learning" section

P.23 Add the assessment statement

P.23 Add statement for adding and dropping classes

P.23 Add "N" for a no credit grade

P.23 Add (60%) to define the course grade "D"

P.24 Add the grade check statement

P.24 Add to the Pre-Calculus "9-12 Grade" section, remove AP Calculus

P.28 Honor graduate clarification amended- timeframe for examination of GPA defined

P.28 Add "GPA is not rounded up" statement

P.28 In the "Participation in the Graduation Ceremony" section #2 add the 21 credits must be earned by May 3<sup>rd</sup> 2019

P.38 Add signature page

P.39 Faculty amendments will be updated after all positions are filled

P.40 Staff amendments will be updated as positions are filled

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## 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 while serving my second year as principal of Bagley High School for the 2017-2018 school year. I had a wonderful 2016-17 school year learning about students', staff, and the community. With that foundation, I will continue to bring my skills as an educational leader to your student'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

High School Principal

Go Flyers!

## **ADMINISTRATION AND SUPPORT STAFF**

High School Principal – ~~David Gooch~~ **Anthony Kerr** 694-3120  
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 – ~~Wendy Goldstein~~ **Stuart Dukek** 694-6122  
Building/Maintenance- Dan Lavine 694-3120  
Head Custodian-Ron McCollum 694-3120/368-8314  
Community Education & ALP – Corrie Uhler 694-3232  
Elementary Principal – ~~Lee Furuseth~~ **Kristi Moritz** 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  
Jamie Grover-Director  
Jeremy Davies-Director  
Renee Benson-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

Welcome back parents and students of Bagley Junior Senior High School! It's time to begin another exciting year at our great school! Having a positive attitude and great school spirit are part of what makes our school "tick!" These positive thoughts are what will really help us in the classroom! Our Student Council at Bagley High School is here to make your year a success! If you have any questions or concerns concerning our school, please come and talk to us! If we work together, we will work to have another fun and successful year here in Bagley!

—————Your Student Council President,

—————Jarret Merschman

## 2018-2019 Student Council & Class Officers

*President* – Bayli Dukek  
*Vice-President* – Sam Scherzer  
*Secretary* – Aleah Nelson  
*Treasurer* – Izabell Gerbracht

### SENIORS (Class of 2019)

<b>President</b>	Kara Bowman
<b>Vice - President</b>	Layla Berg
<b>Secretary/Treasurer</b>	Liliana Anderson
<b>Representative</b>	McKinzie Halverson

### JUNIORS (Class of 2020)

<b>President</b>	Cori Bonik
<b>Vice –President</b>	Demi Keough
<b>Secretary/Treasurer</b>	Kennedy Grover
<b>Representative</b>	Logan Engesether

### SOPHOMORES (Class of 2021)

<b>President</b>	Macy Strandlien
<b>Vice -President</b>	Alec Norum
<b>Secretary/Treasurer</b>	Tessa Tramm
<b>Representatives</b>	Gracie Highberg Gavin Halverson

### FRESHMEN (Class of 2022)

<b>President</b>	Liam Hagen
<b>Vice -President</b>	Ellie Bonik
<b>Secretary/Treasurer</b>	Sarah Pullins
<b>Representatives</b>	Laela LaFriniere Kyle Bowman

### EIGHTH GRADE (Class of 2023)

<b>President</b>	Isaiah Tramm
<b>Vice -President</b>	Elias Lafond
<b>Secretary/ Treasurer</b>	Palmer Olson
<b>Representatives</b>	Taylor Pearce Cameron Broden

**SEVENTH GRADE (Class of 2024)**

<b>President</b>	Kade Otting
<b>Vice -President</b>	Noah Strandberg
<b>Secretary/Treasurer</b>	Mateo Reynolds
<b>Representatives</b>	Abbey Haggen Zach Netland

**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.

**“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

**BAGLEY HIGH SCHOOL TESTING DATES 2018-2019** Updated

DATE	TEST
October 25	ASVAB (Grade 11) Career Exploration & Military Entrance 8:30-11:30
October 11	PSAT (Grade 11) 8:30-Noon
November 8	Pre-ACT(10 <sup>th</sup> -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](http://www.actstudent.org).  
Students must register at least one month before test date.*

**2017-2018 ACT Test Dates & Registration Deadlines**

Test Date	Registration Deadline	Late Registration Deadline	Complete Score Release***
September 9, 2017	August 4, 2017	August 5-18 2017	September 19, 2017
October 28, 2017	September, 22, 2017	Sept 23-October 6 2017	November 14, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017	December 19, 2017
April 14, 2018	March 9, 2017	March 10-23, 2018	April 24, 2017
June 9, 2018	May 4, 2018	May 5-18, 2018	June 19, 2017

**Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a. Student Participation requires MDE to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the MDE website under Statewide Testing, Bagley School District website under Curriculum-Testing, and found in appendices.

**BAGLEY HIGH SCHOOL CALENDAR 2018-2019**

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	<b>Picture Day</b>
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 <sup>th</sup> & 8 <sup>th</sup> ) 8:00-10:00 SH (9 <sup>th</sup> -12 <sup>th</sup> ) 9:00-Midnight
October 2	<b>Parent/Teacher Conferences — 4:00-7:30 PM</b>
October 5	ASVAB
October 9	<b>Picture Retakes</b>
October 11	PSAT 8:30-Noon
October 19-20	Fall Break <b>NO SCHOOL</b>
November 3	End of First Quarter
November 8	Pre-Act (10 <sup>th</sup> Grade)
November 9	Veterans Day Program 9:30 AM
November 10	Conference Exchange Day <b>NO SCHOOL</b>
November 17	Staff Development Grades 5-12 <b>NO SCHOOL FOR STUDENTS</b>
November 23-24	Thanksgiving Vacation <b>NO SCHOOL</b>
December 7	<b>Parent/Teacher Conferences — 4:00-7:30 PM</b>
December 9	Winter Formal Dance JH (7 <sup>th</sup> & 8 <sup>th</sup> ) 8:00-10:00 SH (9 <sup>th</sup> -12 <sup>th</sup> ) 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 <b>NO SCHOOL FOR STUDENTS</b>
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 <b>NO SCHOOL</b>
February 19	<b>Presidents Day NO SCHOOL</b>
February 22	<b>Parent/Teacher Conferences — 4:00-7:30 PM</b>
March 3	Glow Dance JH (7 <sup>th</sup> & 8 <sup>th</sup> ) 8:00-10:00 SH (9 <sup>th</sup> -12 <sup>th</sup> ) 9:00-Midnight
March 23	End of Third Quarter
March 29-30	Spring Break <b>NO SCHOOL</b>
April 6	Staff Development Day <b>NO SCHOOL FOR STUDENTS</b>
April 16	POSSIBLE EMERGENCY DAY #1
April 28	Prom
April 26	<b>Parent/Teacher Conferences — 4:00-7:30 PM</b>
May 18	POSSIBLE EMERGENCY DAY #3
May 24	Seniors last day
May 25	POSSIBLE EMERGENCY DAY #2
May 28	Memorial Day <b>NO SCHOOL</b>
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 <b>NO SCHOOL FOR STUDENTS</b>
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), KKBJ (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 2017-2018

#### 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

<u>Sr. High</u>		<u>Jr. High</u>	
Period 3	10:24-11:02	Period 3	10:24-11:02
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**

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

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
Period 3	10:24-10:50	Period 3	10:24-10:50
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**

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

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
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	12:00-12:24
(B) 11:56-12:24	11:06-11:56		
Period 5	12:28-12:54	Lunch C	12:24-12:54

**Busses Leave at 1:00**

**Early Release (Wednesday) Start Time 08:24AM**

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
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	12:30-12:54
Period 5	12:12-12:54		

**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, **BLANKETS**, ETC.

Backpacks, book bags, large tote-bags, **blankets**, 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, **or between classes**. Such bags are to be stored in the students' lockers, work period room or office.

**Procedure: Students will be directed to put such items in their locker and will receive a tardy if necessary.**

## 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](http://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, PERSONAL ELECTRONICS DEVICES and **HEADPHONES**

Cell Phones & Personal Electronic Devices (CP-PEDs) not issued by the School District, will only be used by students before and after school, and during lunch periods. During passing times, and all other instructional hours, students are prohibited from using CP-PEDs that include but are not limited to the following: blue tooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers, or video games. **Students can not use headphones/earbuds during passing time.** The 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. Cell phone use and photographs are prohibited in locker rooms, bathrooms, and during assemblies.

**Cell Phone CAN NOT be used to film a physical altercation, fighting or bullying. If a student films, Snap Chats or uses any means of Social Media to display these types of behaviors they will receive a level 2 offense.**

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, it may be turned over to law enforcement. School District #162 will not be held responsible for loss/theft/or destruction of the CP-PEDs.

Consequences for students who are not following CP-PEDs policy:

### Level 1 Offenses:

1<sup>st</sup> Offense: Teacher/Administration will take CP-PEDs from student if found using it during class time and passing time and will return it to the student at the end of the hour.

2<sup>nd</sup> Offense: Teacher/Administration takes CP-PEDs and turns it into the office until the end of the day.

3<sup>rd</sup> Offense: Teacher/Administration takes the CP-PEDs and turns it into the office and writes referral. The student's parent will be contacted by administration to pick up the CP-PEDs from the office and administration assigns detention/ISS.

Note: If the student does not give the teacher/administration the CP-PEDs when asked, the student will be considered insubordinate and will have additional consequences.

### **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~~ 9:55 PM, and students are not admitted after 9:00 PM, 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~~ 9:55 PM. Senior high dances are usually held from ~~9:00~~ 10:05 PM-12:00AM and students will not be allowed to enter after ~~10:00~~ 11:00 PM, 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~~ 10:05 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 **(20 YEARS OF AGE OR UNDER)** 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 an 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, **Chromebooks**, 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: \$1.50	Free & Reduced: Free	Adult price: \$1.85
Lunch: \$ 2.65	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 \$.35 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 an 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. 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 1<sup>st</sup> 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 11<sup>th</sup> grade in their home country they will be in the 11<sup>th</sup> 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 and AFTER PROM

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, Prom **and After 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.

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## **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 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 Coeh~~ **Anthony Kerr**  
1130 Main Ave. N  
Bagley, MN 56621  
Phone (218) 694-3120

Alternate Section 504 Coordinator

Steve Cairns  
202 Bagley Avenue N  
Bagley, MN 56621  
Phone (218) 694-6184

### **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

### **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:

1<sup>st</sup> 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.

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2<sup>nd</sup> 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.

3<sup>rd</sup> 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. The bus driver must contact the parent, 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, 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.

4<sup>th</sup> offense – three to five school-day suspension from riding the bus, depending on the severity of the infraction working collaboratively, the transportation director and a building administrator, the bus driver will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the 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.

5<sup>th</sup> 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. The building administrator will notify the Superintendent if a two-week bus suspension is being imposed.

6<sup>th</sup> offense – Off the bus 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 by a building administrator if a bus suspension is being imposed.

Severe Clause: Students will be suspended immediately off the bus for behavior deemed severe by the bus driver and the transportation director or a building administrator.

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

1<sup>st</sup> Step – Go to the bus driver and try to resolve the problem.

2<sup>nd</sup> Step – Go to the transportation director and try to resolve the problem.

3<sup>rd</sup> Step – Go to the school building administrator and try to resolve the problem.

4<sup>th</sup> Step – Go to the Superintendent and try to resolve the problem.

5<sup>th</sup> Step – Go to the transportation committee of the Board to try and resolve the problem.

6<sup>th</sup> Step – Go to the Board of Education to try and resolve the problem.

### **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

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. 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). 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, 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 up your student from school. 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](http://www.bagley.k12.mn.us) under the heading “Department” and pull-down menu to “health Service”.

### ACADEMIC INFORMATION

### ALTERNATIVE INSTRUCTION

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 4<sup>th</sup> 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 9<sup>th</sup> grade year. Therefore, there is a Cumulative GPA after each of the 7<sup>th</sup> and 8<sup>th</sup> 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: Advanced Placement Biology, Advanced Placement English, and ~~Advanced Placement Calculus~~, **Advanced Placement United States History**. 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.
- **For the full district policy on credit for learning, see School Board Policy 620**

### 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. **An assessment can only be completed once for each course and will be graded on a pass/fail basis.** 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 15<sup>th</sup> for the first semester and November 15<sup>th</sup> 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, **and may not be changed due to class preference**. 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. **If no credit is earned, the student will earn an N grade.** 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 (60%) 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 CHECKS

**Grade checks will be on Wednesday mornings. Teachers will update grades by Tuesday each week. The assignments that will be included are the ones from the previous week, and not those that are**

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**handed in on Monday or Tuesday (unless the individual teacher decides to include Monday and Tuesday assignments).**

### 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’ 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’ 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.
- Several classes have college credit available from the University of Minnesota Crookston or Northland Community College. These classes include: AP English, ~~AP Calculus~~, **Pre-Calculus**, Spanish III, Anatomy, and AP Biology, in addition, there is Online College in the High School 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)

**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 30<sup>th</sup> 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 e-mailed and snail mailed home. The final 4<sup>th</sup> 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**

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.

<b>Bagley School District 162 recognizes waivers for the following rigorous courses if the student meets the conditions listed above.</b>	
<b>Rigorous Course</b>	<b>Corresponding State Standards</b>
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 for graduation.**

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.**
- 3 credits of science, including: Science 9, Biology, and Chemistry or Physics.
- **4 credits of social studies, including: Civics , U.S. History, World History, Adv. Geography and Economics**
- 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 and high honor students at graduation. All students graduating from Bagley High School who have earned at least a 3.5 cumulative GPA **upon completion of first semester of their senior year** ~~in courses completed in their high school career~~ will be recognized as honor graduates. Students earning at least a 3.8 cumulative GPA

upon completion of first semester of their senior year ~~in courses completed~~ will be recognized as high honor graduates. Honor graduates and high honor graduates must have taken at least five eligible courses that count towards their GPA during their senior year. Students participating in home school and alternative education are not eligible for honors or high honors. Students' PSEO grades are to be included in class rank/GPA computation if they meet one of the criteria:

- A) Have earned at least 12 credits in grades 9-12 from Bagley School District
- B) Are earning 3 credits per year from Bagley School District (essentially, part time)

**\*\*GPAs are not rounded up.**

## 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~~ **The student must have earned 21 credits by no later than May 3rd, 2019**, 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.

## 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 seventeen years of age attend school. Students 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 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 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, or a death in the family.
5. 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 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. 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.

11. Students participating in homebound or school-sponsored activities will be classified as being in attendance. **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.

### **TARDIES**

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 an extreme tardy 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.

### **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 absention 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 the 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 3 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 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.

### **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, and assign lunch 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 Detention:** Students who violate school rules may be required to serve lunch 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. 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.

**Tennessen 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.

**Any student that is suspended out-of-school, must have a re-admission meeting before the student will be allowed back in school. The meeting must include the following people: The Student, Parent, Principal and/or Dean of Students.**

## **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.

**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**

**1<sup>st</sup> Offense** – Detention/In School Suspension

**2<sup>nd</sup> Offense** – Up to three days of In or Out of School Suspension, possible referral to Law Enforcement

**3<sup>rd</sup> 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 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.**

**Burglary**-Entering a school building or classroom without consent with intent or to commit a crime.

**Computer Misuse**-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

**Disorderly Conduct**-Disruptive or out of control behavior where the student does not respond to staff intervention.

**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.

**Extortion**-Obtaining money, property, or services of any sort by threat.

**Fighting**-Mutual combat.

**Hazing**-as described on page 24.

**Inappropriate Posting (Filming a Fight) 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.

**Instigating Fight/Filming a Fight**-Words or actions including filming of 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.

**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.

**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).

**Reckless Driving**-on or around school property that may endanger students or staff.

**Smoking/Possession of Tobacco/VAPE Products/Paraphernalia**-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.

**Under the Influence of Drugs/Alcohol**-on school property or at school activities.

**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**

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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 3 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 3 OFFENSES**

**1<sup>st</sup> 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 3 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.

# Bagley High School Handbook Signature Page



By signing this form, I certify that I have received, understand, and agree to the terms of, the 2018-2019 Bagley High School handbook.

Student Signature: \_\_\_\_\_ date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ date: \_\_\_\_\_

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)

**BLOCKER, HOLLY- Math**-B.S. (Math/Physical Education) Concordia University-Seward NE (1983) M.S. (Secondary Education) Indiana University, Fort Wayne, Indiana (1990)

**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/MMMB.S. (Deaf Education & Elementary Education) Augustana College, Sioux Falls, SD (1980) B.S. (MMMM) 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)

**FRALEY, JENNY- Guidance Counselor** M.S. (School Counseling) St. Cloud State University, (2011) B.A. (History) Northwestern College (2006)

~~**GLATT, JESSICA – SpEd – B.S. (Elementary Education) Bemidji State University, Bemidji, MN (2017 & 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, MARILYN – Senior High English** B.S. (English) Bemidji State University (1985) M.S. (English) Bemidji State University (1994)

**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)

**PULA, MARANDA-Math**-B.S. (Secondary Education/Mathematics Endorsement) Bemidji State University, Bemidji, MN (2017)

~~**RENOLLET, REVA- SpEd – B.S. (Elementary Education) Bemidji State University, Bemidji MN. (2017) –**~~

**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
NATTRESS, BRITTANY	AMI Paraprofessional
ECK, KEITH (Rocky)	BRIC Paraprofessional
GOLDSTEIN, WENESDAI	Transportation Director
ERICKSON, JONI	Paraprofessional/Health
ERICKSON, TERRI	Food Service
GOLDIE, MARY JO	Food Service
<del>GUNDERSON, ASHLEY</del>	<del>AMI Paraprofessional</del>
HALVERSON, KIM	Administrative Sec.
HAM, CARRIE	Receptionist/Attendance Sec.
HANDYSIDE, MEGAN	Work Period Paraprofessional
HERMISTON, SHAWNA	Media Center Paraprofessional
<del>HOLMSTROM, DEANNA</del>	<del>SpEd Paraprofessional</del>
JOHNSON, AVIS	Food Service
JOHNSON, VERONICA	Custodian
KENT, AMY	DAC
KNUTSON, KARLA	Paraprofessional
LARSON, TERRI	Food Service
LAVINE, DAN	Head of Buildings/Grounds
<del>MALTERUD, KRISTINA</del>	<del>SpEd Paraprofessional</del>
MARTINE, VALERIE	BRIC Paraprofessional
<del>MARUSKA, SHERRI</del>	<del>Paraprofessional</del>
MCCOLLUM, RON	Head Custodian
MICHAELS, CHERI	Food Service
NANKIVEL, AL	Custodian
NELSON, OLIVIA	SpEd Paraprofessional
OLSON, WILLA	Food Service
SARNA, VANESSA	ISS- Paraprofessional
<del>SCHERMERHORN, BELINDA</del>	<del>Truancy Tracker</del>
SCHUSSMAN, LEANNE	AMI Para
SUTHERLAND, JOHN	Dean of Students
<del>WHITE, REBEKAH</del>	<del>SpEd Paraprofessional</del>
VIK, CAROL	Director of Indian Education

**DISTRICT OFFICE STAFF**

CAIRNS, STEVE	Superintendent of Schools
DECKER DAVID	District Accountant
GERBRACHT, ANGIE	Payroll Clerk
HECHT, JENNIFER	Supt. Office Manager

Overnight or Out-of-State Trip Request Form

School Board Adopted: November 7, 2016

Group/Grade Level Requesting trip: 6<sup>th</sup>

Staff in Charge: Kari Gerbracht  
Amanda Sorgaard

Destination: Concordia Language Village

Agency making the arrangements: STAR

Dates of Trip: Nov. 1-2

Number of School Days Missed: 2

Number of Students Participating: 6

Departure/Return Times: TBD

Goal or purpose of the trip and its relationship to curriculum objectives: \_\_\_\_\_

Students teaching attitudes of Respect

Supervision requirements: one adult for every 8 students. Same gender chaperone must be included for each gender participating.

Staff Accompanying: Kari Gerbracht

Other Adults Accompanying: \_\_\_\_\_

Cost Factor:

Trip Funded by:  Student/Parents  Fundraiser  School  Other \_\_\_\_\_

Cost per student: \_\_\_\_\_

This cost includes: Trip cost for student (transportation, meals, lodging, admissions, etc.) \$ \_\_\_\_\_

Portion of trip cost for adult chaperones \$ \_\_\_\_\_

Other (please describe) \$ 1800 - group Rate

What provision has been made for students with financial difficulties? Fund raising activities conducted?

N/A

What efforts have been made to acquire the most cost effective price? yes we are

getting the 2 day camp for the price of  
a one day camp

Transportation Information: How will students be transported?

Bus \_\_\_\_\_ Name of Company \_\_\_\_\_

Plane \_\_\_\_\_ Name of Airline \_\_\_\_\_

School District bus or van

School District not responsible for transportation \_\_\_\_\_

Other - explain \_\_\_\_\_

Meal (and lodging if relevant) arrangements (attach additional pages if necessary): provided by the camp.

Description of trip plan and routes (attach additional pages if necessary): Drive to Camp on  
Nov 1 and Return on Nov. 2

Communication – Please attach a copy of the trip itinerary. Include parental and student input in the planning process and all parent meetings conducted to ensure full disclosure of the trip and associated topics to include but not limited to: purpose of the trip, cost (to include spending money), fund raising, adult chaperones, emergency telephone numbers, medical insurance needs, procedures for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary.

Person in Charge Signature \_\_\_\_\_  
Building Principal Signature Kristi Moulz  
Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_  
Date 7/10/18  
Date \_\_\_\_\_

Date School Board Approved \_\_\_\_\_

## 102 EQUAL EDUCATIONAL OPPORTUNITY POLICY

Board Adopted: October 18, 2010

Board Revised: ~~October 16, 2017~~ 2018

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Bagley School District.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of Bagley School District's policy is to provide equal educational opportunity for all students. The Bagley School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation **including gender identity and expression**, or age. The Bagley School District also makes reasonable accommodations for disabled students.

*[Note: Part of the definition of 'sexual orientation' within the Minnesota Human Rights Act (MHRA) is 'having or being perceived as having a self-identity or identity not traditionally associated with one's biological maleness or femaleness,' which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]*

- B. The Bagley School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

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

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

## 2017 Minnesota Statutes

### 363A.03 DEFINITIONS.

Subdivision 1. **Terms.** For the purposes of this chapter, the words defined in this section have the meanings ascribed to them.

Subd. 2. **Age.** The prohibition against unfair employment or education practices based on age prohibits using a person's age as a basis for a decision if the person is over the age of majority except for section 363A.13 which shall be deemed to protect any individual over the age of 25 years.

Subd. 3. **Board.** "Board" means the state Board of Human Rights.

Subd. 4. **Business.** The term "business" includes any partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, or receiver, but excludes the state and its departments, agencies, and political subdivisions.

Subd. 5. **Charging party.** "Charging party" means a person filing a charge with the commissioner or the commissioner's designated agent pursuant to section 363A.28, subdivision 1.

Subd. 6. **Closed case file.** "Closed case file" means a file containing human rights investigative data in which an order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, and the time for any reconsideration of or appeal from the order or decision has expired.

Subd. 7. **Commissioner.** "Commissioner" means the commissioner of human rights.

Subd. 8. **Complainant.** "Complainant" means the commissioner of human rights after issuing a complaint pursuant to sections 363A.06, subdivision 3, paragraph (8), and 363A.28, subdivisions 1 to 9.

Subd. 9. **Confidential, private, and public data on individuals and protected nonpublic data not on individuals.** "Confidential," "private," "public data on individuals," "protected nonpublic data not on individuals," and any other terms concerning the availability of human rights investigative data have the meanings given them by section 13.02 of the Minnesota Government Data Practices Act.

Subd. 10. **Demand responsive system.** "Demand responsive system" means a system of providing public transportation that is not a fixed route system.

Subd. 11. **Department.** "Department" means the Department of Human Rights.

Subd. 12. **Disability.** "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Subd. 13. **Discriminate.** The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.

Subd. 14. **Educational institution.** "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.

Subd. 15. **Employee.** "Employee" means an individual who is employed by an employer and who resides or works in this state. Employee includes a commission salesperson, as defined in section 181.145, who resides or works in this state.

Subd. 16. **Employer.** "Employer" means a person who has one or more employees.

Subd. 17. **Employment agency.** "Employment agency" means a person or persons who, or an agency which regularly undertakes, with or without compensation, to procure employees or opportunities for employment.

Subd. 18. **Familial status.** "Familial status" means the condition of one or more minors being domiciled with (1) their parent or parents or the minor's legal guardian or (2) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

Subd. 19. **Fixed route system.** "Fixed route system" means a system of providing public transportation on which a vehicle is operated along a prescribed route according to a fixed schedule.

Subd. 20. **Historic or antiquated rail passenger car.** "Historic or antiquated rail passenger car" means a rail passenger car:

- (1) that is at least 30 years old at the time of its use for transporting individuals;
- (2) the manufacturer of which is no longer in the business of manufacturing rail passenger cars; or
- (3) that has consequential association with events or persons significant to the past or embodies, or is being restored to embody, the distinctive characteristics of a type of rail passenger car used in the past or to represent a time period that has passed.

Subd. 21. **Human rights investigative data.** "Human rights investigative data" means written documents issued or gathered by the department for the purpose of investigating and prosecuting alleged or suspected discrimination.

Subd. 22. **Labor organization.** "Labor organization" means any organization that exists wholly or partly for one or more of the following purposes:

- (1) collective bargaining;
- (2) dealing with employers concerning grievances, terms or conditions of employment; or
- (3) mutual aid or protection of employees.

Subd. 23. **Local commission.** "Local commission" means an agency of a city, county, or group of counties created pursuant to law, resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Subd. 24. **Marital status.** "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

Subd. 25. **National origin.** "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

Subd. 26. **Open case file.** "Open case file" means a file containing human rights investigative data in which no order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, or a file in which an order or other decision has been issued but the time for any reconsideration or appeal of the order or decision has either not yet expired or the reconsideration or appeal is then pending.

Subd. 27. **Operates.** "Operates," when used with respect to a demand responsive or fixed route system, includes the operation of the system by a person under a contractual or other arrangement or relationship with a public or private entity.

Subd. 28. **Over-the-road bus.** "Over-the-road bus" means a bus characterized by an elevated passenger deck located over a baggage compartment.

Subd. 29. **Party in interest.** "Party in interest" means the complainant, respondent, commissioner or board member.

Subd. 30. **Person.** "Person" includes partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, receiver, and the state and its departments, agencies, and political subdivisions.

Subd. 31. **Physical access.** "Physical access" means (1) the absence of physical obstacles that limit a disabled person's opportunity for full and equal use of or benefit from goods, services, and privileges; or, when necessary, (2) the use of methods to overcome the discriminatory effect of physical obstacles. The methods may include redesign of equipment, assignment of aides, or use of alternate accessible locations.

Subd. 32. **Private entity.** "Private entity" means an entity other than a public service.

Subd. 33. **Program access.** "Program access" means (1) the use of auxiliary aids or services to ensure full and equal use of or benefit from goods, services, and privileges; and

(2) the absence of criteria or methods of administration that directly, indirectly, or through contractual or other arrangements, have the effect of subjecting qualified disabled persons to discrimination on the basis of disability, or have the effect of defeating or impairing the accomplishment of the objectives of the program.

**Subd. 34. Place of public accommodation.** "Place of public accommodation" means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**Subd. 35. Public service.** "Public service" means any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state.

**Subd. 36. Qualified disabled person.** "Qualified disabled person" means:

(1) with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and

(2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices, removal of architectural, communications, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service.

For the purposes of this subdivision, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

If a respondent contends that the person is not a qualified disabled person, the burden is on the respondent to prove that it was reasonable to conclude the disabled person, with reasonable accommodation, could not have met the requirements of the job or that the selected person was demonstrably better able to perform the job.

**Subd. 37. Rail passenger car.** "Rail passenger car" means, with respect to intercity or commuter rail transportation, single- and bi-level coach cars, dining cars, sleeping cars, lounge cars, restroom cars, and food service cars.

**Subd. 38. Real estate broker or salesperson.** "Real estate broker or salesperson" means, respectively, a real estate broker as defined by section 82.55, subdivision 19, and a real estate salesperson as defined by section 82.55, subdivision 20.

**Subd. 39. Real property.** "Real property" includes real estate, lands, tenements, and hereditaments, corporeal and incorporeal.

**Subd. 40. Religious or denominational educational institution.** "Religious or denominational educational institution" means an educational institution which is operated, supervised, controlled or sustained primarily by a religious or denominational organization, or one which is stated by the parent church body to be and is, in fact, officially related to that church by being represented on the board of the institution, and by providing substantial financial assistance and which has certified, in writing, to the board that it is a religious or denominational educational institution.

**Subd. 41. Respondent.** "Respondent" means a person against whom a complaint has been filed or issued.

**Subd. 42. Sex.** "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

**Subd. 43. Sexual harassment.** "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

(1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;

(2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or

(3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

**Subd. 44. Sexual orientation.** "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

**Subd. 45. Specified public transportation.** "Specified public transportation" means transportation by bus, rail, or any other conveyance other than aircraft that provides the general public with general or special service, including charter service, on a regular and continuing basis.

**Subd. 46. Station.** "Station" means property located next to a right-of-way on which intercity and commuter transportation is operated, which is used by the general public and is related to the provision of the transportation, including passenger platforms, designated waiting areas, ticketing areas, restrooms, drinking fountains, public telephones, and, if a public service providing rail transportation owns the property, concessions areas to the extent that the public service exercises control over the selection, design, construction, or alteration of the property. Station does not include flag stops.

**Subd. 47. Status with regard to public assistance.** "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

**Subd. 48. Unfair discriminatory practice.** "Unfair discriminatory practice" means any act described in sections 363A.08 to 363A.19 and 363A.28, subdivision 10.

**Subd. 49. Vehicle.** "Vehicle" does not include a rail passenger car, railroad locomotive, railroad freight car, railroad caboose, or railroad car.

**History:** 1955 c 516 s 3; 1961 c 428 s 1-3; 1967 c 897 s 1-9; 1969 c 975 s 1,2; 1973 c 123 art 5 s 7; 1973 c 729 s 1; 1976 c 2 s 130; 1977 c 351 s 1; 1977 c 408 s 1; 1980 c 531 s 1,2; 1982 c 492 s 1; 1982 c 619 s 2,3; 1983 c 276 s 1-4; 1Sp1985 c 13 s 320-324; 1986 c 444; 1987 c 23 s 1; 1987 c 282 s 2; 1988 c 660 s 1; 1989 c 144 art 2 s 8; 1989 c 280 s 1-3; 1989 c 329 art 9 s 26; 1989 c 335 art 1 s 243; 1989 c 356 s 18; 1990 c 567 s 1,10; 1992 c 527 s 1-10; 1993 c 22 s 1,2; 1993 c 277 s 1-4; 1994 c 465 art 3 s 20; 2001 c 194 s 1; 2004 c 203 art 2 s 61

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**205 OPEN MEETINGS AND CLOSED MEETINGS**

Board Adopted: January 20, 2015

Board Revised: 2018

**I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

**III. DEFINITION**

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

**IV. PROCEDURES**

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the

school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy

shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in the official minutes.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public

data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be electronically recorded, and the electronically recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be recorded at the expense of the school district. The recording must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the recording. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be electronically recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)

*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)

*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)

*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)

*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)

*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)

*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

## 401 EQUAL EMPLOYMENT OPPORTUNITY

Board Revised: October 19, 2015

Board Revised: ~~October 17, 2016~~ 2018

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the Bagley School District is to provide equal employment opportunity for all applicants and employees. The Bagley School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

*[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]*

B. The Bagley School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

### III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal ~~David Gooch~~ Tony Kerr

1130 Main Avenue North

Bagley, MN 56621

Tel (218) 694-3120

[dgooch@bagley.k12.mn.us](mailto:dgooch@bagley.k12.mn.us) [tkerr@bagley.k12.mn.us](mailto:tkerr@bagley.k12.mn.us)

[scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

Superintendent

Steve Cairns

202 Bagley Avenue NW

Bagley, MN 56621

Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

#### **IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the

investigator.

- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2<sup>nd</sup> Avenue, Suite 430  
Minneapolis, MN 55401  
Toll Free: 800-669-4000

Tel: 612-335-4040  
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 2615 (Family and Medical Leave Act)

38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)

38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 405 (Veteran's Preference)

MSBA/MASA Model Policy 413 (Harassment and Violence)

INDEPENDENT SCHOOL DISTRICT NO. 162

401 FORM: EQUAL EMPLOYMENT OPPORTUNITY DISCRIMINATION GRIEVANCE REPORT FORM  
Board Adopted: December 10, 2010 Board Revised: ~~October 17, 2016~~ 2018

General Statement of Policy Prohibiting Equal Employment Opportunity Discrimination

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, age, family care leave status, or veteran status. All persons are to be treated with respect and dignity. Discrimination will not be tolerated.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on \_\_\_\_\_  
because \_\_\_\_\_  
\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_  
\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on \_\_\_\_\_. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)



## 2017 Minnesota Statutes

Authenticate

**363A.03 DEFINITIONS.**

Subdivision 1. **Terms.** For the purposes of this chapter, the words defined in this section have the meanings ascribed to them.

Subd. 2. **Age.** The prohibition against unfair employment or education practices based on age prohibits using a person's age as a basis for a decision if the person is over the age of majority except for section 363A.13 which shall be deemed to protect any individual over the age of 25 years.

Subd. 3. **Board.** "Board" means the state Board of Human Rights.

Subd. 4. **Business.** The term "business" includes any partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, or receiver, but excludes the state and its departments, agencies, and political subdivisions.

Subd. 5. **Charging party.** "Charging party" means a person filing a charge with the commissioner or the commissioner's designated agent pursuant to section 363A.28, subdivision 1.

Subd. 6. **Closed case file.** "Closed case file" means a file containing human rights investigative data in which an order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, and the time for any reconsideration of or appeal from the order or decision has expired.

Subd. 7. **Commissioner.** "Commissioner" means the commissioner of human rights.

Subd. 8. **Complainant.** "Complainant" means the commissioner of human rights after issuing a complaint pursuant to sections 363A.06, subdivision 3, paragraph (8), and 363A.28, subdivisions 1 to 9.

Subd. 9. **Confidential, private, and public data on individuals and protected nonpublic data not on individuals.** "Confidential," "private," "public data on individuals," "protected nonpublic data not on individuals," and any other terms concerning the availability of human rights investigative data have the meanings given them by section 13.02 of the Minnesota Government Data Practices Act.

Subd. 10. **Demand responsive system.** "Demand responsive system" means a system of providing public transportation that is not a fixed route system.

Subd. 11. **Department.** "Department" means the Department of Human Rights.

Subd. 12. **Disability.** "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Subd. 13. **Discriminate.** The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.

Subd. 14. **Educational institution.** "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.

Subd. 15. **Employee.** "Employee" means an individual who is employed by an employer and who resides or works in this state. Employee includes a commission salesperson, as defined in section 181.145, who resides or works in this state.

Subd. 16. **Employer.** "Employer" means a person who has one or more employees.

Subd. 17. **Employment agency.** "Employment agency" means a person or persons who, or an agency which regularly undertakes, with or without compensation, to procure employees or opportunities for employment.

Subd. 18. **Familial status.** "Familial status" means the condition of one or more minors being domiciled with (1) their parent or parents or the minor's legal guardian or (2) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

Subd. 19. **Fixed route system.** "Fixed route system" means a system of providing public transportation on which a vehicle is operated along a prescribed route according to a fixed schedule.

Subd. 20. **Historic or antiquated rail passenger car.** "Historic or antiquated rail passenger car" means a rail passenger car:

- (1) that is at least 30 years old at the time of its use for transporting individuals;
- (2) the manufacturer of which is no longer in the business of manufacturing rail passenger cars; or
- (3) that has consequential association with events or persons significant to the past or embodies, or is being restored to embody, the distinctive characteristics of a type of rail passenger car used in the past or to represent a time period that has passed.

Subd. 21. **Human rights investigative data.** "Human rights investigative data" means written documents issued or gathered by the department for the purpose of investigating and prosecuting alleged or suspected discrimination.

Subd. 22. **Labor organization.** "Labor organization" means any organization that exists wholly or partly for one or more of the following purposes:

- (1) collective bargaining;
- (2) dealing with employers concerning grievances, terms or conditions of employment; or
- (3) mutual aid or protection of employees.

Subd. 23. **Local commission.** "Local commission" means an agency of a city, county, or group of counties created pursuant to law, resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Subd. 24. **Marital status.** "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

Subd. 25. **National origin.** "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

Subd. 26. **Open case file.** "Open case file" means a file containing human rights investigative data in which no order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, or a file in which an order or other decision has been issued but the time for any reconsideration or appeal of the order or decision has either not yet expired or the reconsideration or appeal is then pending.

Subd. 27. **Operates.** "Operates," when used with respect to a demand responsive or fixed route system, includes the operation of the system by a person under a contractual or other arrangement or relationship with a public or private entity.

Subd. 28. **Over-the-road bus.** "Over-the-road bus" means a bus characterized by an elevated passenger deck located over a baggage compartment.

Subd. 29. **Party in interest.** "Party in interest" means the complainant, respondent, commissioner or board member.

Subd. 30. **Person.** "Person" includes partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, receiver, and the state and its departments, agencies, and political subdivisions.

Subd. 31. **Physical access.** "Physical access" means (1) the absence of physical obstacles that limit a disabled person's opportunity for full and equal use of or benefit from goods, services, and privileges; or, when necessary, (2) the use of methods to overcome the discriminatory effect of physical obstacles. The methods may include redesign of equipment, assignment of aides, or use of alternate accessible locations.

Subd. 32. **Private entity.** "Private entity" means an entity other than a public service.

Subd. 33. **Program access.** "Program access" means (1) the use of auxiliary aids or services to ensure full and equal use of or benefit from goods, services, and privileges; and

(2) the absence of criteria or methods of administration that directly, indirectly, or through contractual or other arrangements, have the effect of subjecting qualified disabled persons to discrimination on the basis of disability, or have the effect of defeating or impairing the accomplishment of the objectives of the program.

**Subd. 34. Place of public accommodation.** "Place of public accommodation" means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**Subd. 35. Public service.** "Public service" means any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state.

**Subd. 36. Qualified disabled person.** "Qualified disabled person" means:

(1) with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and

(2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices, removal of architectural, communications, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service.

For the purposes of this subdivision, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

If a respondent contends that the person is not a qualified disabled person, the burden is on the respondent to prove that it was reasonable to conclude the disabled person, with reasonable accommodation, could not have met the requirements of the job or that the selected person was demonstrably better able to perform the job.

**Subd. 37. Rail passenger car.** "Rail passenger car" means, with respect to intercity or commuter rail transportation, single- and bi-level coach cars, dining cars, sleeping cars, lounge cars, restroom cars, and food service cars.

**Subd. 38. Real estate broker or salesperson.** "Real estate broker or salesperson" means, respectively, a real estate broker as defined by section 82.55, subdivision 19, and a real estate salesperson as defined by section 82.55, subdivision 20.

**Subd. 39. Real property.** "Real property" includes real estate, lands, tenements, and hereditaments, corporeal and incorporeal.

**Subd. 40. Religious or denominational educational institution.** "Religious or denominational educational institution" means an educational institution which is operated, supervised, controlled or sustained primarily by a religious or denominational organization, or one which is stated by the parent church body to be and is, in fact, officially related to that church by being represented on the board of the institution, and by providing substantial financial assistance and which has certified, in writing, to the board that it is a religious or denominational educational institution.

**Subd. 41. Respondent.** "Respondent" means a person against whom a complaint has been filed or issued.

**Subd. 42. Sex.** "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

**Subd. 43. Sexual harassment.** "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

(1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;

(2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or

(3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

**Subd. 44. Sexual orientation.** "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

**Subd. 45. Specified public transportation.** "Specified public transportation" means transportation by bus, rail, or any other conveyance other than aircraft that provides the general public with general or special service, including charter service, on a regular and continuing basis.

**Subd. 46. Station.** "Station" means property located next to a right-of-way on which intercity and commuter transportation is operated, which is used by the general public and is related to the provision of the transportation, including passenger platforms, designated waiting areas, ticketing areas, restrooms, drinking fountains, public telephones, and, if a public service providing rail transportation owns the property, concessions areas to the extent that the public service exercises control over the selection, design, construction, or alteration of the property. Station does not include flag stops.

**Subd. 47. Status with regard to public assistance.** "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

**Subd. 48. Unfair discriminatory practice.** "Unfair discriminatory practice" means any act described in sections 363A.08 to 363A.19 and 363A.28, subdivision 10.

**Subd. 49. Vehicle.** "Vehicle" does not include a rail passenger car, railroad locomotive, railroad freight car, railroad caboose, or railroad car.

**History:** 1955 c 516 s 3; 1961 c 428 s 1-3; 1967 c 897 s 1-9; 1969 c 975 s 1,2; 1973 c 123 art 5 s 7; 1973 c 729 s 1; 1976 c 2 s 130; 1977 c 351 s 1; 1977 c 408 s 1; 1980 c 531 s 1,2; 1982 c 492 s 1; 1982 c 619 s 2,3; 1983 c 276 s 1-4; 1Sp1985 c 13 s 320-324; 1986 c 444; 1987 c 23 s 1; 1987 c 282 s 2; 1988 c 660 s 1; 1989 c 144 art 2 s 8; 1989 c 280 s 1-3; 1989 c 329 art 9 s 26; 1989 c 335 art 1 s 243; 1989 c 356 s 18; 1990 c 567 s 1,10; 1992 c 527 s 1-10; 1993 c 22 s 1,2; 1993 c 277 s 1-4; 1994 c 465 art 3 s 20; 2001 c 194 s 1; 2004 c 203 art 2 s 61

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## 413 HARASSMENT AND VIOLENCE

Board Adopted: August 10, 1993

Board Revised: ~~May 2, 2016~~ 2018

### I. PURPOSE

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

*[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]*

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

- A. "Assault" is:

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

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  2. Sexual harassment may include, but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of **gender sexual orientation, including gender identity or expression**.

G. Sexual Violence; Definition

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

H. Violence; Definition

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

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, , **including gender identity or expression**, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school

district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s)

against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

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

## **X. DISSEMINATION OF POLICY AND TRAINING**

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

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)

**Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)**

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**413F Harassment and Violence Report Form**

Board Adopted: August 10, 1993

Board Revised: ~~May 2, 2016~~ 2018

INDEPENDENT SCHOOL DISTRICT NO. 162

General Statement of Policy Prohibiting Harassment

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, , **including gender identity or expression**, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, , **including gender identity or expression**, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, **including gender identity or expression** \ disability

Name of person you believe harassed or was violent toward you or another person or group.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

## 2017 Minnesota Statutes

### 363A.03 DEFINITIONS.

Subdivision 1. **Terms.** For the purposes of this chapter, the words defined in this section have the meanings ascribed to them.

Subd. 2. **Age.** The prohibition against unfair employment or education practices based on age prohibits using a person's age as a basis for a decision if the person is over the age of majority except for section 363A.13 which shall be deemed to protect any individual over the age of 25 years.

Subd. 3. **Board.** "Board" means the state Board of Human Rights.

Subd. 4. **Business.** The term "business" includes any partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, or receiver, but excludes the state and its departments, agencies, and political subdivisions.

Subd. 5. **Charging party.** "Charging party" means a person filing a charge with the commissioner or the commissioner's designated agent pursuant to section 363A.28, subdivision 1.

Subd. 6. **Closed case file.** "Closed case file" means a file containing human rights investigative data in which an order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, and the time for any reconsideration of or appeal from the order or decision has expired.

Subd. 7. **Commissioner.** "Commissioner" means the commissioner of human rights.

Subd. 8. **Complainant.** "Complainant" means the commissioner of human rights after issuing a complaint pursuant to sections 363A.06, subdivision 3, paragraph (8), and 363A.28, subdivisions 1 to 9.

Subd. 9. **Confidential, private, and public data on individuals and protected nonpublic data not on individuals.** "Confidential," "private," "public data on individuals," "protected nonpublic data not on individuals," and any other terms concerning the availability of human rights investigative data have the meanings given them by section 13.02 of the Minnesota Government Data Practices Act.

Subd. 10. **Demand responsive system.** "Demand responsive system" means a system of providing public transportation that is not a fixed route system.

Subd. 11. **Department.** "Department" means the Department of Human Rights.

Subd. 12. **Disability.** "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Subd. 13. **Discriminate.** The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.

Subd. 14. **Educational institution.** "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.

Subd. 15. **Employee.** "Employee" means an individual who is employed by an employer and who resides or works in this state. Employee includes a commission salesperson, as defined in section 181.145, who resides or works in this state.

Subd. 16. **Employer.** "Employer" means a person who has one or more employees.

Subd. 17. **Employment agency.** "Employment agency" means a person or persons who, or an agency which regularly undertakes, with or without compensation, to procure employees or opportunities for employment.

Subd. 18. **Familial status.** "Familial status" means the condition of one or more minors being domiciled with (1) their parent or parents or the minor's legal guardian or (2) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

Subd. 19. **Fixed route system.** "Fixed route system" means a system of providing public transportation on which a vehicle is operated along a prescribed route according to a fixed schedule.

Subd. 20. **Historic or antiquated rail passenger car.** "Historic or antiquated rail passenger car" means a rail passenger car:

- (1) that is at least 30 years old at the time of its use for transporting individuals;
- (2) the manufacturer of which is no longer in the business of manufacturing rail passenger cars; or
- (3) that has consequential association with events or persons significant to the past or embodies, or is being restored to embody, the distinctive characteristics of a type of rail passenger car used in the past or to represent a time period that has passed.

Subd. 21. **Human rights investigative data.** "Human rights investigative data" means written documents issued or gathered by the department for the purpose of investigating and prosecuting alleged or suspected discrimination.

Subd. 22. **Labor organization.** "Labor organization" means any organization that exists wholly or partly for one or more of the following purposes:

- (1) collective bargaining;
- (2) dealing with employers concerning grievances, terms or conditions of employment; or
- (3) mutual aid or protection of employees.

Subd. 23. **Local commission.** "Local commission" means an agency of a city, county, or group of counties created pursuant to law, resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Subd. 24. **Marital status.** "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

Subd. 25. **National origin.** "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

Subd. 26. **Open case file.** "Open case file" means a file containing human rights investigative data in which no order or other decision resolving the alleged or suspected discrimination has been made or issued by the commissioner, a hearing officer, or a court, or a file in which an order or other decision has been issued but the time for any reconsideration or appeal of the order or decision has either not yet expired or the reconsideration or appeal is then pending.

Subd. 27. **Operates.** "Operates," when used with respect to a demand responsive or fixed route system, includes the operation of the system by a person under a contractual or other arrangement or relationship with a public or private entity.

Subd. 28. **Over-the-road bus.** "Over-the-road bus" means a bus characterized by an elevated passenger deck located over a baggage compartment.

Subd. 29. **Party in interest.** "Party in interest" means the complainant, respondent, commissioner or board member.

Subd. 30. **Person.** "Person" includes partnership, association, corporation, legal representative, trustee, trustee in bankruptcy, receiver, and the state and its departments, agencies, and political subdivisions.

Subd. 31. **Physical access.** "Physical access" means (1) the absence of physical obstacles that limit a disabled person's opportunity for full and equal use of or benefit from goods, services, and privileges; or, when necessary, (2) the use of methods to overcome the discriminatory effect of physical obstacles. The methods may include redesign of equipment, assignment of aides, or use of alternate accessible locations.

Subd. 32. **Private entity.** "Private entity" means an entity other than a public service.

Subd. 33. **Program access.** "Program access" means (1) the use of auxiliary aids or services to ensure full and equal use of or benefit from goods, services, and privileges; and

(2) the absence of criteria or methods of administration that directly, indirectly, or through contractual or other arrangements, have the effect of subjecting qualified disabled persons to discrimination on the basis of disability, or have the effect of defeating or impairing the accomplishment of the objectives of the program.

**Subd. 34. Place of public accommodation.** "Place of public accommodation" means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**Subd. 35. Public service.** "Public service" means any public facility, department, agency, board or commission, owned, operated or managed by or on behalf of the state of Minnesota, or any subdivision thereof, including any county, city, town, township, or independent district in the state.

**Subd. 36. Qualified disabled person.** "Qualified disabled person" means:

(1) with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and

(2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices, removal of architectural, communications, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service.

For the purposes of this subdivision, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

If a respondent contends that the person is not a qualified disabled person, the burden is on the respondent to prove that it was reasonable to conclude the disabled person, with reasonable accommodation, could not have met the requirements of the job or that the selected person was demonstrably better able to perform the job.

**Subd. 37. Rail passenger car.** "Rail passenger car" means, with respect to intercity or commuter rail transportation, single- and bi-level coach cars, dining cars, sleeping cars, lounge cars, restroom cars, and food service cars.

**Subd. 38. Real estate broker or salesperson.** "Real estate broker or salesperson" means, respectively, a real estate broker as defined by section 82.55, subdivision 19, and a real estate salesperson as defined by section 82.55, subdivision 20.

**Subd. 39. Real property.** "Real property" includes real estate, lands, tenements, and hereditaments, corporeal and incorporeal.

**Subd. 40. Religious or denominational educational institution.** "Religious or denominational educational institution" means an educational institution which is operated, supervised, controlled or sustained primarily by a religious or denominational organization, or one which is stated by the parent church body to be and is, in fact, officially related to that church by being represented on the board of the institution, and by providing substantial financial assistance and which has certified, in writing, to the board that it is a religious or denominational educational institution.

**Subd. 41. Respondent.** "Respondent" means a person against whom a complaint has been filed or issued.

**Subd. 42. Sex.** "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

**Subd. 43. Sexual harassment.** "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

(1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;

(2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or

(3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

**Subd. 44. Sexual orientation.** "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

**Subd. 45. Specified public transportation.** "Specified public transportation" means transportation by bus, rail, or any other conveyance other than aircraft that provides the general public with general or special service, including charter service, on a regular and continuing basis.

**Subd. 46. Station.** "Station" means property located next to a right-of-way on which intercity and commuter transportation is operated, which is used by the general public and is related to the provision of the transportation, including passenger platforms, designated waiting areas, ticketing areas, restrooms, drinking fountains, public telephones, and, if a public service providing rail transportation owns the property, concessions areas to the extent that the public service exercises control over the selection, design, construction, or alteration of the property. Station does not include flag stops.

**Subd. 47. Status with regard to public assistance.** "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

**Subd. 48. Unfair discriminatory practice.** "Unfair discriminatory practice" means any act described in sections 363A.08 to 363A.19 and 363A.28, subdivision 10.

**Subd. 49. Vehicle.** "Vehicle" does not include a rail passenger car, railroad locomotive, railroad freight car, railroad caboose, or railroad car.

**History:** 1955 c 516 s 3; 1961 c 428 s 1-3; 1967 c 897 s 1-9; 1969 c 975 s 1,2; 1973 c 123 art 5 s 7; 1973 c 729 s 1; 1976 c 2 s 130; 1977 c 351 s 1; 1977 c 408 s 1; 1980 c 531 s 1,2; 1982 c 492 s 1; 1982 c 619 s 2,3; 1983 c 276 s 1-4; 1Sp1985 c 13 s 320-324; 1986 c 444; 1987 c 23 s 1; 1987 c 282 s 2; 1988 c 660 s 1; 1989 c 144 art 2 s 8; 1989 c 280 s 1-3; 1989 c 329 art 9 s 26; 1989 c 335 art 1 s 243; 1989 c 356 s 18; 1990 c 567 s 1,10; 1992 c 527 s 1-10; 1993 c 22 s 1,2; 1993 c 277 s 1-4; 1994 c 465 art 3 s 20; 2001 c 194 s 1; 2004 c 203 art 2 s 61

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## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

Board Adopted: 2018

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an

afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of

the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside one miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be

entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

(Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of

origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from

school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:**

Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits)

of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

MSBA Service Manual, Chapter 2, Transportation

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

Board Adopted: 2018

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

#### **IV. STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be

applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
  - Minn. Stat. § 123B.84 (Policy)
  - Minn. Stat. § 123B.86 (Equal Treatment)
  - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
  - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
  - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
  - Minn. Stat. Ch. 125A (Children With a Disability)
  - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
  - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
  - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
  - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
  - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
  - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)
  - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
  - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
  - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
  - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
  - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
  - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
  - MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
  - MSBA Service Manual, Chapter 2, Transportation

**709 STUDENT TRANSPORTATION SAFETY POLICY**

Board Revised: ~~August 21, 2017~~ 2018

**I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. This policy will be posted in the student handbooks, on the School District website, and will be discussed during the fall open houses.

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education. Curriculum materials can be reviewed at the School District's Transportation Office/School Office. Transportation safety education curriculum shall be part of the District curriculum review cycle.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. 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:

1<sup>st</sup> 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. (Please note! All written referrals will be signed by the Transportation Director.)

2<sup>nd</sup> 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.

3<sup>rd</sup> 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. The bus driver must contact the parent, 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, 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.

4<sup>th</sup> offense – three to five school-day suspension from riding the bus, depending on the severity of the infraction. Working collaboratively, the transportation director and a building administrator, the bus driver will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the 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.

5<sup>th</sup> 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. The building administrator will ~~now~~ notify the Superintendent if a two-week bus suspension is being imposed.

6<sup>th</sup> offense – Off the bus 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 by a building administrator if a bus suspension is being imposed.

Severe Clause: Students will be suspended immediately off the bus for behavior deemed severe by the bus driver and the transportation director or a building administrator.

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, 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. 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.

6. Things for the bus drivers to watch out for

- a. Be sure you clearly say what you want students to do. Avoid the words “behave”, “straighten up” and “settle down”. Use a command that they cannot twist around like “sit down”, “stop throwing things”, “keep your hands to yourself”, “move to the front set”, etc. Be sure you do what you say. If you said that a student has been warned issue the written note and contact the parents. Don’t make idle threats. Be sure you are acting on first hand and complete information. Take action on what **you** see and not on what someone else told you or thought. Act on what you believe is right in a given situation. Your judgment should be used in gray areas. **You are responsible for the discipline on your bus!**
- b. If a student has been denied riding privileges due to severe behavior, the transportation director may move to any level as a result of the conference in step three and assign appropriate penalties.

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

1<sup>st</sup> Step – Go to the bus driver and try to resolve the problem.

2<sup>nd</sup> Step – Go to the transportation director and try to resolve the problem.

3<sup>rd</sup> Step – Go to the school building administrator and try to resolve the problem.

4<sup>th</sup> Step – Go to the Superintendent and try to resolve the problem.

5<sup>th</sup> Step – Go to the transportation committee of the Board to try and resolve the problem.

6<sup>th</sup> Step – Go to the Board of Education to try and resolve the problem.

(2) Other Discipline

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

(3) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

(4) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(5) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus, the student handbooks and district web-site. School bus rules will be discussed at the school building's open house.

(6) Criminal Conduct

In cases involving criminal conduct, including but not limited to; assault, weapons, drug possession, or vandalism, ~~will be reported to local law enforcement officials~~ the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. ~~Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-1" school bus as set forth in Section VII.D., below.~~
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with a type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota

Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus ~~or type III vehicle~~, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person’s employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## VI. SCHOOL BUS DRIVER TRAINING

### A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-

vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All school bus drivers shall be required to attend in-service training as requested by the transportation director and the school district administration. Training may include but is not limited to; crisis intervention protocols, de-escalation techniques, trauma and socio-emotional awareness, students with disabilities and special needs, behavior interventions and individual education plans.
3. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers and type III drivers will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

**VII. OPERATING RULES AND PROCEDURES**

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported.

The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.
7. In the event a child is left unattended on a bus resulting from the failure of a driver to perform the post-route walk-through, the driver will be suspended without pay for a minimum of ten days. The district reserves the right to increase the severity of the discipline, up to and including possible termination of employment, dependent upon the results of the investigation of such an incident. A second infraction will result in termination of employment.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly

marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.
  - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of

required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not

reasonably feasible to avoid such a location;

- (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.

- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
    - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
  - 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement
  - 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
    - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
    - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
    - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
    - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
    - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
  - 2. The school district shall maintain annual certification of the requirements listed in this

section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

#### **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

#### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining

on the bus and for vandalism.

- E. Bagley Public Schools will be on a ten-year school bus purchase rotation schedule with the exception of the multi-needs bus which will remain on an eight-year rotation schedule. Buses that do not meet safety and maintenance requirements will be rotated at the discretion of the Director of Transportation and approval by the Board of Education.

#### **X. TRANSPORTATION FOR IN-TOWN STUDENTS**

Students in Kindergarten through fifth grade have first priority for transportation if the bus becomes full. Parents of sixth through twelfth grade students are required to sign a permission form, developed by the Transportation Director, before students are allowed to ride the bus.

#### **XI. RELIGIOUS RELEASE TIME TRANSPORTATION**

Bagley Public School busses may transport students to and from Religious Release Time classes. In return, participating churches will agree to pay Independent School District 162 for the true and accurate costs for the provided transportation services. (Ex. Bus use fees, bus driver salary, and etc.)

The local ministerium and/or participating churches will remain responsible for paying the annual bus inspection fees and bus driver drug testing costs as required by the MN Department of Transportation.

Bagley Public School busses, or any school vehicle, will not be rented outside of the district for any purpose other than Religious Release Time.

#### **XII. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

<p><b>Notification to Employer Of Moving Violation</b></p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>	
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>	
DRIVER NAME (First Name, MI, Last Name)	STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? G <b>YES</b> G <b>NO</b>
DATE OF CONVICTION	
LOCATION OF OFFENSE	CITY STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE
SIGNATURE OF DRIVER	

<p><b>Notification to Employer Of Suspension, Revocation, Cancellation or Disqualification</b></p> <p>Commercial Drivers License 49 CFR 383.33 Minnesota Statute 171.169</p>		
<p>The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.</p>		
DRIVER NAME (First Name, MI, Last Name)	STATE	
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? G YES G NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE	
SIGNATURE OF DRIVER		

<p><b>Type III School Bus Driver Notification to Employer Of Violation</b></p> <p><u>Alcohol Related Offense (Minnesota Statute 169A)</u>  <u>Disqualifying Offense (Minnesota Statute 171.3215 sub 1)</u>  <u>Moving Violation (Minnesota Statute 169)</u></p> <p>Minnesota Statute 171.02 sub 2b</p>		
<p>An operator who sustains a conviction as described in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.</p>		
DRIVER NAME (First Name, MI, Last Name)	STATE	
DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? G <b>YES</b> G <b>NO</b>	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:		DATE
SIGNATURE OF DRIVER		

This is the only form approved by the Minnesota State Patrol.

## 722 PUBLIC DATA REQUESTS

Board Adopted: 2018

*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*

### I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

### II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

### III. DEFINITIONS

#### A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

#### B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

#### C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

#### D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise

provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

- (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
  - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
- c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
  5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:

- a. Date the request is made;
  - b. A clear description of the data requested;
  - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. COSTS**

- A. Public Data
1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
    - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
  - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**Data Practices Contacts**

**Responsible Authority:**

Kristi Moritz, BES Principal  
202 Bagley Ave NW, Bagley, MN 56621  
218-694-6528; [kmoritz@bagley.k12.mn.us](mailto:kmoritz@bagley.k12.mn.us)

Tony Kerr, BHS Principal  
1130 Main Ave N, Bagley, MN 56621  
218-694-3120; [tkerr@bagley.k12.mn.us](mailto:tkerr@bagley.k12.mn.us)

**Data Practices Compliance Official:**

Steve Cairns, Superintendent  
202 Bagley Ave NW, Bagley, MN 56621  
218-694-6184; [scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. 162  
**PUBLIC DATA REQUEST FORM**  
 Board Adopted: 2018

**TO BE COMPLETED BY THE REQUESTOR**

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

**FOR OFFICE USE ONLY**

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

\* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

# Bagley School District - ISD#162



## Long Term Facilities Maintenance LTFM 10 Year Plan FY2020 update

July 12, 2017

**ics** | CONSULTING, INC

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## Forward

ICS, Consulting 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. ICS has worked with several of the Districts Staff to ensure a comprehensive plan that considers available dollars for emergency repairs. The information within this report was compiled by the District and assembled into this packet by ICS. 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.) FY18 Reconcile

<b>347 - Physical Hazards</b>						
01-005-865-347-305-000	Otis Elevator	1,741.34				
	Minnesota Department of Health	1,400.00				
		3,141.34				
01-005-865-347-401-000	Safety Glasses USA	140.95				
	Bemidji Welders Supply	8.50				
	Acme Tools	170.99				
	Play Power LT	598.96				
		919.40				
<b>348 - Hazardous Materials</b>						
	Lead In Water	594.00				
		594.00				
<b>352 - Environmental H&amp;S Management</b>						
01-005-865-352-305-000	NW Service Coop	5,113.37				
	NW Service Coop	1,537.23				
		6,650.60				
<b>363 - Fire Safety</b>						
01-005-865-363-305-000	Summit Fire Protection	300.00				
	Summit Fire Protection	433.00				
	Summit Fire Protection	427.50				
	Summit Fire Protection	120.50				
	Summit Fire Protection	925.00				
	Summit Fire Protection	755.00				
	Summit Fire Protection	370.00				
	Summit Fire Protection	280.00				
	Simplex Grinnell	1,175.00				
	RF Backflow	199.50				
	RF Backflow	617.50				
	Brothers Fire Protection	545.00				
	Northland Fire Protection	300.00				
	Summit Fire Protection	285.00				
	Summit Fire Protection	1,185.00				
	Summit Fire Protection	2,085.00				
	Summit Fire Protection	316.00				
	MN Dept. of Public Safety	3,649.39				
		13,968.39				
01-005-865-363-401-000	Summit Fire Protection	477.75				
	Summit Fire Protection	84.50				
	RF Backflow	227.74				
	Battery Wholesale	154.24				
	Amazon	30.25				
	Summit Fire Protection	148.50				
	Summit Fire Protection	231.00				
	Ramsrud Auto Parts	48.75				
	Grainger	38.64				
	Summit Fire Protection	400.00				
		1,841.37				
<b>366 - Indoor Air Quality</b>						
01-005-865-366-305-000	EAPC Architects	4,000.00				
	EAPC Architects	9,463.24				
	EAPC Architects	34.45				
	Farmers Publishing	418.95				
	EAPC Architects	1,036.76				
		14,953.40				
			Total Category Expenditures	Total Budgeted	(+/-)	
			\$ 42,068.50	\$ 35,750.00	\$	(6,318.50)

<b>370 - Electrical</b>							
01-005-865-370-305-000	Hill River Electric	1,561.88					
	Hill River Electric	100.50					
	Hill River Electric	1,338.88					
	Hill River Electric	1,021.75					
		4,023.01					
01-005-865-370-401-000	Hill River Electric	22.00					
	Solus LED	125.46					
	Solus LED	1,584.05					
	Solus LED	382.50					
	Solus LED	1,520.00					
	Solus LED	125.46					
	Solus LED	884.05					
	Hill River Electric	22.59					
	Solus LED	1,166.37					
	Solus LED	27.27					
	Solus LED	3,204.50					
	Hill River Electric	56.81					
		9,121.06	Total Category Expenditures	13,144.07	Total Budgeted	-	(+/-) \$ (13,144.07)
<b>379 - Interior Surfaces</b>							
01-005-865-379-305-000	Lucas Hessel	5,964.00	Flooring from year before				
	Lucas Hessel	350.00	Flooring from year before				
	EAPC Architects	3,613.80					
	EAPC Architects	2,000.00					
	EAPC Architects	1,600.00					
	EAPC Architects	611.12					
	EAPC Architects	911.11					
	Farmers Publishing	400.97					
	Farmers Publishing	463.40					
		15,914.40					
01-005-865-379-305-000	FLR Sanders	2,100.00	2016 and 2017	Emblem			
	FLR Sanders	9,979.20	2016 and 2017	Gym Floor			
	FLR Sanders	33,400.00	2016 and 2017	Gym Floor			
	FLR Sanders	34,170.00	Halde and homme Wall pad	Wall Mats			
		79,649.20					
01-005-865-379-820-000	MN Dept. of Labor and Industry	350.00					
	MN Dept. of Labor and Industry	641.71					
	MN Dept. of Labor and Industry	1,047.25	Total Category Expenditures	79,170.00	Total Budgeted	-	(+/-) \$ (18,432.56)
		2,038.96	\$ 97,602.56	\$ 79,170.00	\$ -	\$ -	
<b>382 - Professional Services &amp; Salary</b>							
01-005-865-382-305-000	NW Service Coop	1,768.00	Total Category Expenditures	1,768.00	Total Budgeted	-	(+/-) \$ -
			\$ 1,768.00	\$ 1,768.00	\$ -	\$ -	
<b>383 - Roofing Systems</b>							
01-005-865-383-305-000	Farmers Publishing	68.41					
		68.41					
01-005-865-383-520-000	Naylor Heating & Refridgeration	4,347.00					
	Darin Halvorson	65,764.42					
	Darin Halvorson	32,351.27	Total Category Expenditures	102,531.10	Total Budgeted	137,370.00	(+/-) \$ 34,838.90
		102,462.69	\$ 102,531.10	\$ 137,370.00	\$ -	\$ -	
<b>384 - Site Projects</b>							
01-005-965-384-350-000	Knife River Materials	68,820.28	Total Category Expenditures	68,820.28	Total Budgeted	79,000.00	(+/-) \$ 10,179.72
		68,820.28	\$ 68,820.28	\$ 79,000.00	\$ -	\$ -	
<b>TOTAL ON THE YEAR</b>							
		<b>Total</b>	<b>Total Expenditures</b>	<b>Total Budgeted</b>	<b>Total Extra on the Year</b>		
		325,934.51	\$ 325,934.51	\$ 333,058.00	\$ 7,123.49		

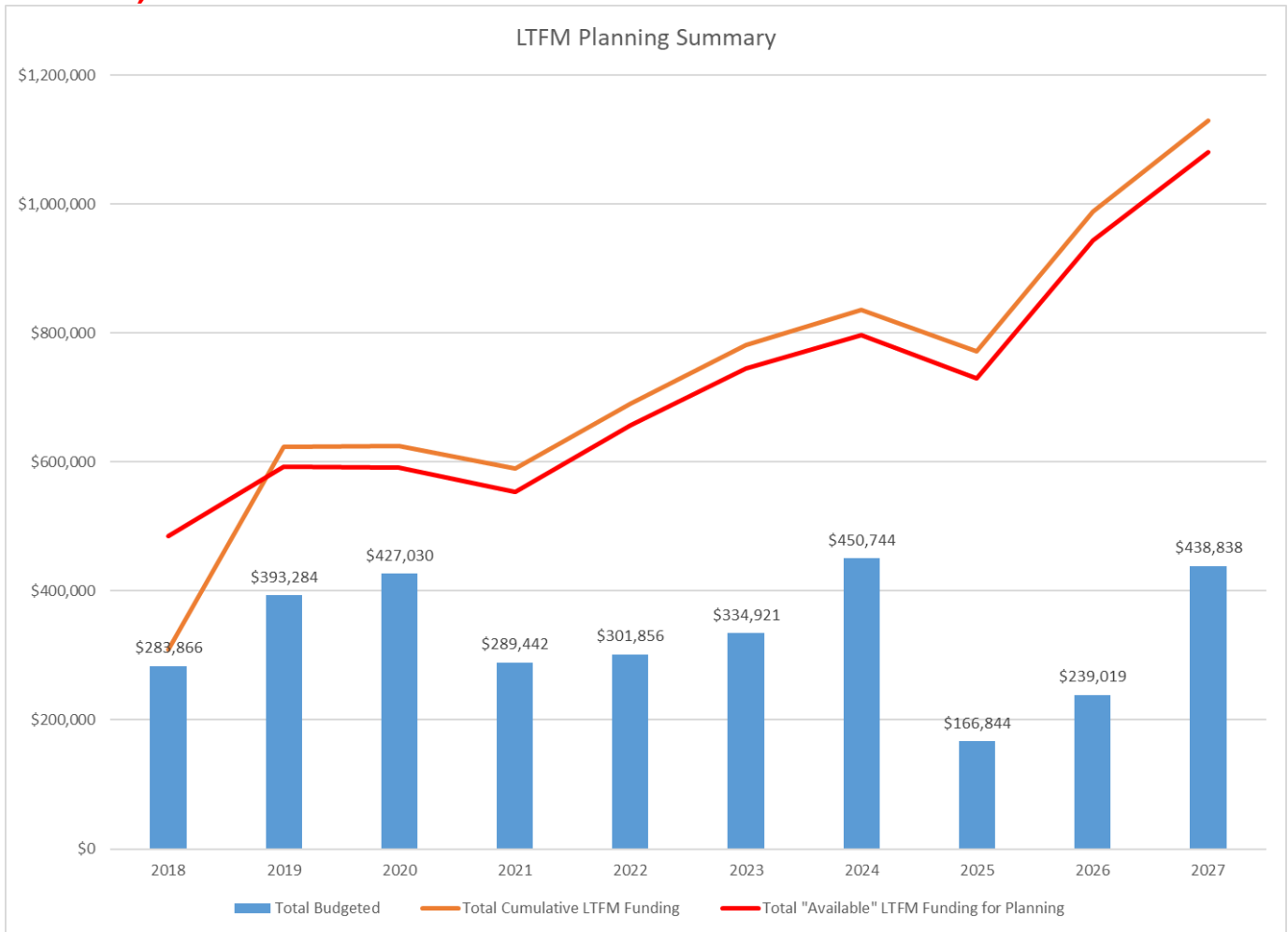
The above list was prepared for the actual expenditures that the District incurred from the LTFM funding source.

## 2.) Project Planning

Bagley														
Priority	LTFM Project / Description	Budget	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
1	Bathroom Renovation - Elementary - Planning - COMPLETE	\$45,000	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Replace old asphalt at the Elementary School - COMPLETE	\$79,000	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	New Roofing - Elementary Music, Cafeteria - COMPLETE	\$110,000	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Bus Garage Roof - COMPLETE	\$27,370	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	NWSC-ICS LTFM - COMPLETE	\$1,768	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Wall Mats - COMPLETE	\$34,170	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
3	370 - Electrical	\$13,144	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
4	379 - Interior Surfaces	\$97,603	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
5	382 - Professional Services and Salary	\$1,768	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
6	383 - Roofing Systems	\$102,531	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
7	384 - Site Projects	\$68,820	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Bathroom Update	\$165,900	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Roofing - High School	\$155,881	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	High School HVAC Project - PLUS VFD Drive MAU10	\$43,603	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Weight Room Floor	\$10,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Generator Project - STUDY and ENGINEERING	\$10,500	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Replace Entry #9 - Elementary	\$5,000	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	NWSC-ICS Fee	\$2,400	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Roofing - High School	\$150,000	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Generator - Elementary	\$250,000	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	
1	NWSC-ICS Fee	\$2,400	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	
1	Roofing - High School	\$150,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	
1	Change Exterior lighting to LED	\$55,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	
1	Replace door hardware - High School	\$60,000	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	
1	Heat Pump Replacement	\$150,000	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	
1	NWSC-ICS Fee	\$2,400	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	
1	New Rubber Floor - Elementary Big Gym	\$100,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
1	New Roofing - Boiler Room and ECFE Wing	\$56,000	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	
1	Replace Asphalt - High School	\$260,000	0%	0%	0%	0%	25%	0%	0%	0%	0%	100%	0%	
1	NWSC-ICS Fee	\$2,400	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	
1	New Roofing - High School	\$200,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	Elevator modernization system - Elementary	\$65,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
1	Heat Pump Replacement	\$100,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
1	Window Replacement - High School	\$30,000	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
1	NWSC-ICS Fee	\$2,400	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	
1	Heat Pump Replacement - High School	\$100,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	Bathroom Renovation - Elementary	\$100,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	Window Replacement - High School	\$50,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	Carpet - High School	\$40,000	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	NWSC-ICS Fee	\$2,400	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	
1	Carpet - High School	\$40,000	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	
1	New Roofing - High School	\$200,000	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	
1	Heat Pump Replacement - High School	\$100,000	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
1	Window Replacement - High School	\$50,000	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
1	NWSC-ICS Fee	\$2,400	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	
			2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
<b>Total Budgeted</b>			\$283,866	\$393,284	\$427,030	\$289,442	\$301,856	\$334,921	\$450,744	\$166,844	\$239,019	\$438,838	\$62,169	
<b>Total "Available" LTFM Funding for Planning</b>			\$484,828	\$592,351	\$591,182	\$553,728	\$656,896	\$744,953	\$797,006	\$730,032	\$943,466	\$1,080,918	\$1,018,062	
<b>Balance</b>			\$218,232	\$200,967	\$199,067	\$164,152	\$264,285	\$355,041	\$410,033	\$346,262	\$563,188	\$704,448	\$642,080	\$955,894
<b>Total Annual LTFM Funding</b>			\$308,665	\$422,870	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938	\$425,938
<b>Total Cumulative LTFM Funding</b>			\$308,665	\$623,832	\$625,005	\$590,090	\$690,223	\$780,979	\$835,971	\$772,200	\$989,126	\$1,130,386	\$1,068,018	
<b>Misc. LTFM "annual" Expenses Reserve \$</b>			\$42,069	\$31,481	\$33,823	\$36,362	\$33,327	\$36,025	\$38,965	\$42,168	\$45,660	\$49,467	\$49,956	
<b>Additional Funding (Capital, other?)</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Actual Cost vs. Budgeted Cost</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

The above chart shows what the district spent in FY18 and what they are planning to spend looking to the future. In FY18 the District spent \$283,866 on updates and maintenance related projects, and \$42,069 on health and safety related items. In FY19 the District is budgeting for \$393,284 dollars in projects and \$31,481 in health and safety related items. If they spend these dollars, they will still carry over \$199,067 into the preceding year.

### 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.) Planned Projects

FY19 Total Planned Projects	
Bathroom Update	\$165,900
Roofing - High School	\$155,881
High School HVAC Project - PLUS VFD Drive MAU10	\$43,603
Weight Room Floor	\$10,000
Generator Project - STUDY and ENGINEERING	\$10,500
Replace Entry #9 - Elementary	\$5,000
NWSC-ICS LTFM	\$2,400
H&S Budget	\$31,481
<b>TOTAL</b>	<b>\$424,765</b>

NOTE: FY19 Also includes the Indoor Air Quality Project for a total of \$125,000. This project is levied for and does not affect the District's annual LTFM dollars.

FY20 Total Planned Projects	
Roofing - High School	\$159,181
Generator - Elementary	\$265,302
NWSC-ICS LTFM	\$2,547
H&S Budget	\$33,823
<b>TOTAL</b>	<b>\$460,853</b>

NOTE: Dollars include a 2% inflationary factor when the list was originally created to keep up with costs. This budget was first established in 2017. (i.e. \$150,000 X 1.02 X 1.02 X 1.02 = \$159,181)

FY21 Total Planned Projects	
Roofing - High School	\$162,365
Change Exterior lighting to LED	\$59,534
Replace door hardware - High School	\$64,946
NWSC-ICS LTFM	\$2,598
H&S Budget	\$36,362
<b>TOTAL</b>	<b>\$325,805</b>

# BAGLEY SCHOOL DISTRICT 162 - FINAL

## FY20 LTFM SUBMITTAL PACKAGE Table of Contents:

Ten-Year Revenue Worksheet	2-4
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Statement of Assurance	6
Board Resolution	7

Please provide the information within this packet to MDE for their approval:

Lonnie Moe      [lonn.moe@state.mn.us](mailto:lonn.moe@state.mn.us)

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Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
162	<= Type in School District Number												
	Bagley Public School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57	1,122.76	1,134.00	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89
6a	Additional Pre-K Pupil Units = (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)				1,134.00	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89	1,120.89
7	District average building age (uncapped)	402	34.69	34.89	35.89	36.89	37.89	38.89	39.89	40.89	41.89	42.89	43.89
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		0.99686	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	422,870	429,565	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938
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		466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194	482,265
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703											
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	406	0	125,000									
19	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	407	562,802	591,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194	482,265
	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	408											
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	409		1,020,991	891,944	896,669	895,186	898,454	901,079	902,953	906,943	905,132	908,203

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Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)	
162	<= Type in School District Number													
	Bagley Public School District													
Calculations for Ten Year Projection		Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate									
		LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
	<b>Old Formula revenue</b>													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	410	75,534	-	-	-	-	-	-	-	-	-	-	-
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	762												
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	763			466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194	482,265
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)	411	0											
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	414												
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))	417			72,348	71,737	71,737	71,737	71,737	71,737	71,737	71,737	71,737	71,737
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	418	584,556	538,774	537,743	542,468	540,985	544,253	546,878	548,752	552,742	550,931	554,002	
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	419	985,672	1,020,991	891,944	896,669	895,186	898,454	901,079	902,953	906,943	905,132	908,203	
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	420	-	-	-	-	-	-	-	-	-	-	-	-
32	<b>District LTFM Revenue (30) - (31)</b>	421	985,672	1,020,991	891,944	896,669	895,186	898,454	901,079	902,953	906,943	905,132	908,203	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422	-	-	-	-	-	-	-	-	-	-	-	-
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	423	985,672	1,020,991	891,944	896,669	895,186	898,454	901,079	902,953	906,943	905,132	908,203	
	<b>Aid and Levy Shares of Total Revenue</b>													
35	For ANTC & APU, three year prior date		2016	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
36	Three year prior Ag Modified ANTC	33	4,623,778	4,623,778	5,095,048	5,298,849	5,510,803	5,731,236	5,960,485	6,198,904	6,446,861	6,704,735	6,972,924	
37	Three year prior Adjusted PU (New Weights)	54	1,078.67	1,078.67	1,123.77	1,094.58	1,134.00	1,145.89	1,145.89	1,145.89	1,145.89	1,145.89	1,145.89	
38	ANTC / APU = (36) / (37)	425	4,286.55	4,286.55	4,533.90	4,840.99	4,859.62	5,001.57	5,201.63	5,409.69	5,626.08	5,851.13	6,085.17	
39	State average ANTC / APU with ag value adjustment	426	7,718.42	7,718.42	8,186.09	8,535.56	8,895.20	9,251.00	9,621.00	10,006.00	10,406.00	10,822.00	11,255.00	
40	Equalizing Factor = 123% of (39)	427	9,493.66	9,493.66	10,068.89	10,498.74	10,941.10	11,378.73	11,833.83	12,307.38	12,799.38	13,311.06	13,843.65	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	428	45.15%	45.15%	45.03%	46.11%	44.42%	43.96%	43.96%	43.95%	43.96%	43.96%	43.96%	
42	State (aid) share of Equalized Revenue (1 - (41))	429	54.85%	54.85%	54.97%	53.89%	55.58%	56.04%	56.04%	56.05%	56.04%	56.04%	56.04%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	424	426,649	430,919	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	
44	Initial LTFM State Aid (42) * (43)	430	234,010	236,352	234,143	229,537	236,753	238,715	238,715	238,718	238,713	238,709	238,711	
45	Old formula Grandfathered Alternative Facilities Aid	432	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	433	234,010	236,352	234,143	229,537	236,753	238,715	238,715	238,718	238,713	238,709	238,711	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436	751,662	784,639	657,801	667,132	658,433	659,739	662,364	664,235	668,230	666,423	669,492	
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	762+763			466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194	482,265
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	705												
51	Total Debt Service Revenue = (49) + (50)	764			466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	479,194	482,265
52	Equalized debt Service Revenue (lesser of (43) or (51))	437			430,919	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938
53	Debt Service Aid = (52) * (42)	438			236,352	234,143	229,537	236,753	238,715	238,715	238,718	238,713	238,709	238,711
54	Equalized Debt Service Levy = (52) - (53)	440			194,567	191,795	196,401	189,186	187,223	187,224	187,220	187,225	187,229	187,227
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			35,507	40,068	44,793	43,309	46,578	49,203	51,077	55,067	53,256	56,327

555

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018		Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)
162	<= Type in School District Number												
	Bagley Public School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
56	General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)	442		554,565	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938
58	General Fund Equalized Revenue = (43) - (52)	443		-	-	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	444		-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445		-	-	-	-	-	-	-	-	-	-
61	General Fund Unequalized levy = (57) - (58)	446		554,565	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938
62	Total General Fund Levy = (60) + (61)	447		554,565	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938	425,938
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 Facilities Maintenance Ten-Year Expenditure Application

ED - 02478-04

**Instructions:** Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year in the space provided.

District Name:	Bagley	District #	162	Date:	
District Contact for Questions on this Spreadsheet:		Email: 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	2028
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**Estimated Expenditures:**

**Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.**

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
347	Physical Hazards	\$4,061	\$5,858	\$6,444	\$7,088	\$7,797	\$8,577	\$9,434	\$10,378	\$11,416	\$12,557	\$12,683
349	Other Hazardous Materials	\$594	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600
352	Environmental Health and Safety Management	\$6,651	\$10,100	\$11,110	\$12,221	\$13,443	\$14,787	\$16,266	\$17,893	\$19,682	\$21,650	\$21,867
358	Asbestos Removal and Encapsulation	\$0	\$5,000	\$5,250	\$5,513	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$15,810	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962	\$14,660	\$14,807
366	Indoor Air Quality	\$14,953	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$42,069</b>	<b>\$31,481</b>	<b>\$33,823</b>	<b>\$36,362</b>	<b>\$33,327</b>	<b>\$36,025</b>	<b>\$38,965</b>	<b>\$42,168</b>	<b>\$45,660</b>	<b>\$49,467</b>	<b>\$49,956</b>

**Health and Safety - Projects Costing \$100,000 or more per Site/Year**

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151**

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Accessibility**

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Deferred Capital Expenditures and Maintenance Projects**

Finance Code	Category	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
368	Building Envelope	\$0	\$5,000	\$0	\$0	\$0	\$33,785	\$57,434	\$0	\$0	\$0	\$62,169
369	Building Hardware and Equipment	\$0	\$0	\$0	\$64,946	\$0	\$73,201	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$13,144	\$10,500	\$265,302	\$59,534	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$97,603	\$175,900	\$0	\$0	\$0	\$112,616	\$160,816	\$46,866	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$43,603	\$0	\$0	\$165,612	\$112,616	\$0	\$117,166	\$0	\$121,899	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$1,768	\$2,400	\$2,547	\$2,598	\$2,650	\$2,703	\$2,757	\$2,812	\$0	\$0	\$0
383	Roof Systems	\$102,531	\$155,881	\$159,181	\$162,365	\$61,829	\$0	\$229,737	\$0	\$239,019	\$0	\$0
384	Site Projects	\$68,820	\$0	\$0	\$0	\$71,765	\$0	\$0	\$0	\$0	\$316,939	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$283,866</b>	<b>\$393,284</b>	<b>\$427,030</b>	<b>\$289,442</b>	<b>\$301,856</b>	<b>\$334,921</b>	<b>\$450,744</b>	<b>\$166,844</b>	<b>\$239,019</b>	<b>\$438,838</b>	<b>\$62,169</b>

	<b>Total Annual 10 Year Plan Expenditures</b>	<b>\$325,935</b>	<b>\$549,765</b>	<b>\$460,853</b>	<b>\$325,805</b>	<b>\$335,183</b>	<b>\$370,946</b>	<b>\$489,709</b>	<b>\$209,012</b>	<b>\$284,678</b>	<b>\$488,305</b>	<b>\$112,125</b>
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237



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

# Fiscal Year (FY) 2020 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-04  
Due: July 31, 2018

**General Information:** Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance (LTFM) revenue under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477-04). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2018. Submit to: Attention [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation.

## Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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## Statement of Assurances

1. All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed Health and Safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures (June 2018), Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2020 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2020 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and lead in water testing (mandatory) and remediation.

## 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:
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**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 16, 2018 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 FY20 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 FY20 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 16th day of July, 2018.

---

Clerk of the School Board  
Independent School District 162



Clearwater County  
Nursing Service – Public Health – Home Care - Hospice

212 Main Ave North  
Bagley, MN 56621-8313  
Phone: 218-694-6581 Fax: 218-694-6594

Marissa Hetland, Director

July 11, 2018

Mr. Steve Cairns

Bagley Public Schools

202 Bagley Av NW

Bagley, MN 56621

Dear Steve:

Enclosed are two copies of the proposed 2018-2019 agreement between the Clearwater County Nursing Service and the school. Please note the increase in amount. Several factors have contributed to this increase including the decreased availability of funds from the Mental Health Collaborative. As discussed and agreed upon at our Mental Health Collaborative Meeting on June 27th the amount that is available from the collaborative has decreased by \$15,000.00. Also, due to increasing costs to provide staffing, the rate for School Health Para is slightly increased and includes an extra half hour per day. The new School Health Office hours at BES will now be 8:30-3pm.

We have also changed PHN billing. In the past we billed up to 10 hours per week (between all 3 schools) and this was included in the amount that we billed monthly. We would like to bill this per hour and bill separately as we go. Billing this separately is an attempt to keep costs down. I have adjusted the contract to reflect the differences.

Please review the agreement and obtain signatures. Return one copy to me and keep the other for your records.

If you would like to discuss this contract or have any questions regarding our services, please call me at 694-6581. I am happy to discuss and or make adjustments if needed.

Sincerely,

Marissa Hetland

Director

**SCHOOL CONTRACT**

Clearwater County Nursing Service hereby agrees to contract with Bagley School District No. 162 for nursing service beginning September 1, 2018 and ending May 31, 2019.

The Clearwater County Nursing Service hereby agrees to provide school nursing in the following manner:

- A. A Public Health Nurse or Registered Nurse will be available to assist as appropriate and necessary in the following activities:
  - 1. Health screenings (e.g. vision and hearing, scoliosis, lice).
  - 2. Immunization Program.
  - 3. Health education (e.g. human sexuality, menstruation, BSE).
  - 4. Supervision/consultation with staff.
  - 5. Consultation with students.
  - 6. Small group sessions (e.g. prenatal education).
  
- B. A trained Home Health Aide may be used in appropriate areas under the supervision of the Public Health Nurse or Registered Nurse.
  - 1. Additional paraprofessional time to augment the Schoolwide Nursing Outreach Grant to cover health office hours 8:30 AM to 3:00 PM.

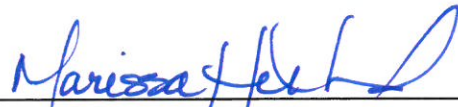
The Bagley School agrees to:

- A. Provide working space for the Public Health Nurse or Registered Nurse.
  
- B. Make available someone in the school who will, under the direction of the superintendent, carry out certain non-professional tasks related to the school health program as defined by school policies. This person will work in certain defined areas with the assistance of the Public Health Nurse or Registered Nurse from Clearwater County Nursing Service.
  
- C. Assume full liability for the handling of first aid activities.
  
- D. Reimburse the Clearwater County Nursing Service at the rate of \$71.20 per hour for nurse and \$30.00 per hour for a home health aide. The school will be billed at the end of the month in which service was provided.
  
- E. The School Health Office Paraprofessional will be billed monthly at \$2865.00/month with a maximum of \$25,780.00/year.

\_\_\_\_\_  
Superintendent Bagley Schools

\_\_\_\_\_  
Chair, Bagley School Board

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director Clearwater County Nursing Service

7/11/18  
\_\_\_\_\_  
Date

**BID SHEET  
MILK BID  
2018-2019 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>\$0.168</u>	<u>\$0.188</u>
Price per ½ pint of skim milk	<u>\$0.155</u>	<u>\$0.175</u>
Price per ½ pint of fat-free choc. milk	<u>\$0.177</u>	<u>\$0.197</u>
Price per ½ pint of Silk Soy Milk	<u>\$0.57</u>	<u>\$0.59</u>
Price per Ice Cream Sandwich	\$4.90	<u>\$4.99</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	\$0.26	<u>\$0.28</u>
1/2 Pint 1% Chocolate TruMoo	\$0.19	<u>\$0.215</u>

Explain Escalator Price: Attached

Dean Foods/Land O Lakes Milk 2013 5th Ave. North, Moorhead, MN 56560  
Name of Company, Address & Phone Number 218-233-8609

Chad Jegtvig  
Contact Name – Please print or type

Chad Jegtvig  
Authorized Signature

June 26, 2018  
Date



Steve Cairns  
Superintendent, ISD #162  
202 Bagley Ave NW  
Bagley, MN 56621

Food Services of America would like to thank you for the opportunity to bid on your milk and milk products for the 2018-2019 school year. We regret to inform you that we will not be submitting a bid for this bid period. Please consider us in future years. We wish you the best of luck in your milk bidding process. Please call if you have any questions.

Respectfully Yours,

Tanya Reiter  
Educational Account Specialist  
Food Services of America  
4101 15<sup>th</sup> Avenue Northwest  
Fargo, North Dakota 58102

Phone: (701) 281-4463 / Fax: (701) 282-3546

Email: [tanya\\_reiter@fsafood.com](mailto:tanya_reiter@fsafood.com)



Southern Minnesota Zone Pricing

Bimbo Bakeries USA  
 720 N. Prior Ave  
 St. Paul, MN 55104

June 28, 2018

Bagley Public Schools  
 ISD # 162  
 Steve Cairns - Superintendent  
 202 Bagley Ave NW  
 Bagley, MN 56621

Dear Valued Customer,

Per your bid request below please find the pricing from Earthgrains distributors of Sara Lee Products. This pricing will be for the 2018 - 2019 School year.

Product #	Product Description	Size of Pkg	Price Per Pkg
5476	100% Whole Grain White Sandwich Bread	24 oz	\$ 1.35
6693	3 3/4" 53% Whole Grain White Hamb Buns	16 ct	\$ 1.65
		Per 30 ct	\$ 3.09
5600	4" 53% Whole Grain White Hamb Buns	30 ct	\$ 3.35
4266	53% Whole Grain White Coney Buns	16 ct	\$ 1.70
		Per 30 ct	\$ 3.19
6055	53% Whole Grain White Steak/Hoagie Buns	24 ct	\$ 3.55
6619	53% Whole Grain White Dinner Rolls	12ct	\$ 1.35

Sincerely,

Kevin Anderson  
 Regional Sales Leader  
 Southern Minnesota Zone

**BID SHEET  
BREAD BID  
2018-2019 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	24 oz	\$1.27
Whole Grain-Rich Hamburger Buns - 3 ½" – sliced	60 ct	6.40
Whole Grain-Rich Hamburger Buns – 4" – sliced	30 ct	3.30
Whole Grain-Rich Hotdog Buns – sliced	30 ct	3.40
Whole Grain-Rich Hoagie Bun – sliced	24 ct	3.40
Whole Grain-Rich Split Top Steak Bun (Sub) – sliced	24 ct	3.40
Whole Grain-Rich Dinner Roll – sliced	12 ct	1.40

Please attach nutritional information for all items listed above.

PAN-O-GOLD Baking Co.  
444 E. St. Germain St., Box 848  
St. Cloud, MN 56302-0848  
1-800-444-7005

\_\_\_\_\_  
Name of Firm, address and phone number

\_\_\_\_\_  
Mark Ubl, Vice President of Sales

Contact Name – Please print or type

Mark Ubl

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
6-25-18

Date

## **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 skill development, 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 everyday 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 the following requirements before he/she is eligible to participate:

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. Paid Activity Fee
5. Completed Emergency Card
6. 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~~ an in-school and/or out of school suspension ~~for any reason including excessive tardiness to class,~~ they are ineligible to participate in the same day practice or game. **If a student receives his/her third (3rd) lunch detention and any subsequent lunch detentions during the current sport season, they will be ineligible to participate in the same day practice or game.**
  - b. If student athletes are suspended from school, they are not to participate in games/contests or practices while the suspension is in force.
  - c. Students must be in school for 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.

\*\*Coaches may include additional expectations, 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 Eligibility, Chemical Eligibility (**MSHSL Bylaw 205**), and/or Good Standing and General Eligibility Requirements (**MSHSL Bylaw 206**) are encouraged 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

**Note – a student-athlete cannot serve a game suspension violation while they are not considered in good standing and in attendance at school. A student who is serving an out of school or in-school suspension, or a 3<sup>rd</sup> or subsequent noon detention would not be eligible to enter a game on that date and therefore could not serve a MSHSL game suspension violation.**

#### **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

forms 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 **that a student-athlete**/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.~~

**The first step for a complaint is for the student-athlete to meet with the coach. At this time, the coach will initiate the Chain of Command Checklist that will assist in reaching a resolution to the complaint. If this meeting does not result in a resolution, the parent/guardian and student-athlete would request a meeting with the coach. If the complaint is not resolved at this point, then chain of command listed above shall be followed. Reasonable time periods, such as 24 hours, should be allocated to allow for resolutions to take place at each level.**

**Individuals with a complaint will only be permitted to represent their own concerns/student-athlete regarding an issue during meeting(s) relating to the complaint.**

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 2018-2019 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 \_\_\_\_\_

### Chain of Command Checklist

Name of concerned individual \_\_\_\_\_

Name of Coach \_\_\_\_\_ Sport \_\_\_\_\_

Brief description of concern:

Student-Athlete & Coach - Initial meeting date:

Student-Athlete, Parent/Guardian & Coach - meeting date:

Student-Athlete, Parent/Guardian & Athletic Director – meeting date:

Student-Athlete, Parent/Guardian & Principal – meeting date:

Student-Athlete, Parent/Guardian & Superintendent – meeting date:

Student-Athlete, Parent/Guardian & School Board – meeting date:

**BAGLEY PUBLIC SCHOOLS**  
Independent School District #162  
Bagley, Minnesota  
7/3/2018

**POSITION TITLE:** Technology Assistant

**POSITION PURPOSE:** To assist in providing on-going maintenance and support in order to maintain a high level of excellence in the technological aspects of the School District.

**TRAINING OR EXPERIENCE:** High school diploma or GED. Knowledge of computer hardware and operating systems. Must be able to problem solve.

**ANNUAL CONTRACT LENGTH:** Part-time, up to 5 or 5.5 hours per day or 25 hours per week max.

**IMMEDIATE SUPERVISOR:** Technology Director

**DUTIES AND RESPONSIBILITIES:**

1. Repair and maintain computer and printer hardware and software.
2. Install computer software.
3. Setup or prepare wireless microphones, projectors, or computers for audio/video projects.
4. Assist staff with computer questions or problems.
5. Maintain knowledge of the student information systems to help assist staff.
6. Help manage school-wide email system and provide assistance for problem solving
7. Help manage internet and spam filters in accordance with federal regulations
8. Assist in the setup and maintenance of computer labs.
9. Papercut, copy & print management.

**PHYSICAL DEMANDS:** Able to lift at least 50 lbs., climb stairs, stand for >30 minutes.

**Bagley Public Schools**  
**Work Agreement for Technology Assistant**  
**July 1, 2017 through June 30, 2019**

<b>1. Rate of Pay:</b>	<del>2017-2018</del>	<del>Step 1 - \$13.18</del>	2018-2019	Step 1 - \$13.93
		<del>Step 2 - \$13.93</del>		Step 2 - \$14.68
		<del>Step 3 - \$14.68</del>		Step 3 - \$15.43
		<del>Step 4 - \$15.43</del>		Step 4 - \$16.18
		<del>Step 5 - \$16.18</del>		Step 5 - \$16.93

**2. Contract Length:**

**Part-time, up to 5 hours per day or 25 hours per week max.** ~~Student contact days and extra days as pre-approved by building Principal.~~ Part-time position so no benefits offered.

~~**2. Health and Medical Insurance:** July 1, 2017 - June 30, 2019 ~ \$450.00/month Single~~

**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. 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.

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\_\_\_\_\_.

\_\_\_\_\_  
Technology Assistant

\_\_\_\_\_  
School Board Clerk

BOARD OF EDUCATION  
Adam Broden, Chairman  
Wendy Fultz, Clerk  
Amy Fontaine, Treasurer

**BAGLEY PUBLIC SCHOOLS**  
Independent School District 162  
202 Bagley Avenue Northwest  
Bagley, Minnesota 56621  
Telephone (218)694-6184 FAX (218)694-3221  
Steve D. Cairns, Superintendent

BOARD OF EDUCATION  
LeAnn Agnes, Director  
Renee Benson, Director  
Jeremy Davies, Director  
Jamie Grover, Director

Date: July 16, 2018

RE: Federal Impact Aid Survey

Dear Parent or Guardian,

I am writing to ask if you would be willing to help support our School District in securing federal funding by completing the attached survey form. Each year the School District utilizes a significant amount of revenue from Federal Impact Aid to support our educational programs. Impact Aid is designed to compensate school districts for local revenues lost due to the presence of federally owned, and therefore tax exempt property.

This is not automatic – we must apply for it each year. The United States Department of Education requires that a survey be conducted each year and a claim be filed based upon the number of federally impacted families within the School District. Your response may help the District.

Please fill out the enclosed survey form. High School students should return the survey form to the High School office and Bagley School students return this form to your homeroom teacher before September 14, 2018. Federally connected students include those who:

- have a parent in the United States military, or
- have civilian parents who work on federal property or businesses situated on tribal lands (such as a U.S. Post Office, Shooting Star Casinos, Rice Lake Businesses, Tribal offices), or
- parents living on federal property, including an Indian Reservation or in public housing.

These forms are kept very confidential and are used for the purposes of filing this Federal Impact Aid claim only. We are encouraging all parents in the School District to respond by filing **one form per pupil** enrolled in Bagley Schools. Thank you very much for your time and for helping us to obtain this valuable funding for our students.

Sincerely,

***Steve Cairns***

Steve Cairns, Superintendent

***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.*

**BAGLEY PUBLIC SCHOOLS**

202 Bagley Ave. NW  
Bagley, Minnesota 56621

**Parent Employment Survey**

**Impact Aid Form**

Dear Parents:

It is important, in order for your school to obtain funding, that **ALL** pupils complete this form. Please take the time to review **section 1** and/or make any corrections if needed. Also, complete **section 2** through **section 5** and return it to your school as indicated by **September 14, 2018**.

It is necessary to make Parent Employment Surveys at specific times during the year. Monetary assistance which the District may receive from the federal government is determined by the number of parents who are employed on federal property, who are on active duty in the armed forces or employed by companies working on government contracts.

A completed Parent Employment Survey form must be on file for each pupil in the District-regardless of whether or not employment indicates federal connection. The District's eligibility depends upon your cooperation.

Thank You,  
Steve Cairns, Superintendent

**Bagley Public Schools – Impact Aid Program Survey Form**  
**High School students return this form to the office**  
**Elementary School students return this form to your homeroom teacher**

**1. STUDENT INFORMATION**

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name
Address			City	State	Zip Code

**2. IF THE ABOVE PROPERTY IS A FEDERAL PROPERTY, CHECK THE NAME OF THE PROPERTY**

White Earth Reservation                       Other \_\_\_\_\_

**3. PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN**

Enter information in this section regarding the parent/guardian if 1) **neither** parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) **either** parent/guardian with whom the student resided was employed on federal property, or 3) **either** the parent/guardian reported to work on federal property on **September 1, 2018**. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian Last Name	First Name and M.I.	Name of Parent/Guardian's Employer		
Address of Parent/Guardian's Employer		City	State	Zip Code
Name of Federal Property <input type="checkbox"/> Shooting Star Casino <input type="checkbox"/> Tribal Office <input type="checkbox"/> Other: _____				
Address of Federal Property		City	State	Zip Code

**4. PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES**

Enter information in this section regarding the parent/guardian if **either** person was on active duty in the Uniformed Services of the United States on **September 1, 2018**.

Parent/Guardian's Last Name	First Name and M.I.	Rank/Rate
Branch of Service <i>Check one:</i>	<input type="checkbox"/> U.S. Army <input type="checkbox"/> U.S. Marine Corps <input type="checkbox"/> U.S. Navy <input type="checkbox"/> U.S. Coast Guard	<input type="checkbox"/> U.S. Air Force <input type="checkbox"/> Other:

**5. SIGNATURE**

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Elementary and Secondary Education Act), and *may* be provided to the U.S. Department of Education *if* your school district's application for payment is audited. This form *must* be signed and dated for your school district to received funds based on this information. I certify that the above information is true and correct.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



# Thielen Motors Inc.

Brent Trauger | 218-732-3347 | brent\_trauger@hotmail.com

[Fleet] 2019 Chevrolet Suburban (CK15906) 4WD 4dr 1500 (3)

## TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
RC3	Tires, P265/70R17 all-terrain, blackwall (Not included when (NHT) Max Trailering Package is ordered.) (STD)	0.00 lbs	0.00 lbs	\$0.00

## WHEEL TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (Not included when (NHT) Max Trailering Package is ordered.) (STD)	0.00 lbs	0.00 lbs	\$0.00

## SUSPENSION PKG

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZW7	Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)	0.00 lbs	0.00 lbs	\$0.00

## PAINT SCHEME

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZY1	Paint scheme, solid application	0.00 lbs	0.00 lbs	\$0.00
<b>Options Total</b>		<b>0.00 lbs</b>	<b>0.00 lbs</b>	<b>\$100.00</b>

## Price Summary

### PRICE SUMMARY

	MSRP
Base Price	\$52,500.00
Total Options	\$100.00
Vehicle Subtotal	\$52,600.00
Adjustments	\$0.00
Destination Charge	\$1,295.00
<b>Grand Total</b>	<b>\$53,895.00</b>

Difference of +\$15,260

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Data Version: 6092. Data Updated: Jul 16, 2018 9:35:00 PM PDT.

**Prepared For:**  
Noah  
Bagley School  
Bagley, MN 56621  
Phone: (218) 358-1245  
Requested Quantity: 1

**Prepared By:**  
Brent Trauger  
Thielen Motors Inc.  
909 1st St. E. Po Box 73  
Park Rapids, MN 56470  
Phone: (218) 732-3347  
Fax: (218) 237-4646  
Email: brent@thielenmotors.com

## 2018 Fleet/Non-Retail Chevrolet Express Passenger RWD 3500 135" LS CG

### ***PRICING SUMMARY***

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**PRICING SUMMARY - 2018 Fleet/Non-Retail CG33406 RWD 3500 135" LS**

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	<b><i>MSRP</i></b>
Base Price	\$35,810.00
Total Options:	\$1,630.00
Vehicle Subtotal	\$37,440.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
<b>GRAND TOTAL</b>	<b>\$38,635.00</b>

*Cancelled*

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 535.0, Data updated 3/20/2018  
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Customer File:

March 27, 2018 6:14:08 PM

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