

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: June 13, 2019

A Regular School Board Meeting of the Board of Education will be held June 17, 2019 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge

**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 - June 3	4
B. Invoices - June 2019 - \$174,443.02 - Ck# 60024-60103	6
C. Handpayables - May 2019 - \$239,388.04 - Ck# 33050-33103	20
D. Statement of Cash Balances - May 2019 - \$4,528,196.77	33
E. Budget Comparison	34
F. Wires Payments - May 2019 - \$828,050.04	35
G. Auxiliary Accounts	39
H. MREA Annual Membership Renewal - \$2,228.00	
I. Minnesota Insurance Scholastic Trust (MIST) - \$58,867.82	
J. MSBA Association Dues & Policy Services Renewal - \$5,149.00	

**5. COMMUNICATIONS**

**6. STUDENT INPUT AND RECOGNITION**

**7. PUBLIC AGENDA ITEM**

**8. INFORMATION ITEMS**

A. BES Principal Report	42
B. BHS Principal Report	
C. Community Education	

D. Superintendent Report	
E. Committee Reports	
1) Athletics	
2) District Advisory	
3) Meet and Confer	
4) Negotiations	
5) Security	
6) Transportation	
7) Wellness	
8) Other	
F. Policy First Reading & Comments	
1) Policy 709 - Student Transportation Safety	44
2) Policy 610F1 - Elementary School Study/Field Trip Request Form	61

**9. SCHOOL BOARD ACTION ITEMS**

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 accept the following donation:	
* \$1,000.00 from White Earth for Pow Wow	
* \$500.00 from Sharon Carlson Scholarship for Scholarship	
* \$112.00 from Wells Fargo Matching Gift for Student Needs - Elementary	
* \$112.00 from Wells Fargo Matching Gift for Student Needs - High School	
B. Year End Procedures	
To authorize the Superintendent to pay all outstanding bills through June 30, make fund and budget adjustments to close out the funds for the 2018-2019 school year to prepare for the annual school audit.	
C. BES Student Handbook	62
D. BHS Student Handbook	106
E. 2019-2020 Preliminary Budget	179
F. Staffing	
1) Resignation - Molly Jeska, elementary teacher, effective June 17, 2019.	
G. Policy 412 - Expense Reimbursement	182
H. Purchase of new Bus to Replace Damaged Bus 20	

Recommendation to accept North Central Bus & Equipment bus bid.

Cost of New Bus (Blue Bird 77 passenger) - \$101,226.12

Insurance replacement allowed by MIST - \$89,247.25

Cost to the District = \$11,978.87

**10. NEXT MEETINGS AGENDA ITEMS**

A. MDE School Safety Grant

Notification System Project

**11. FUTURE MEETINGS**

School Board Meeting - July 1, 2019, at 7:30 p.m. in High School Room 101

**12. ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
JUNE 3, 2019  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on June 3, 2019, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Jamie Grover, Amy Fontaine, Jeremy Davies, Wendy Fultz, Don Nordlund and Superintendent Cairns. Members absent: Renee Benson.

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

1. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve the following consent agenda items:
  - A. May 20 Minutes  
Motion passed 6-0.
2. Superintendent Cairns reviewed the May 31<sup>st</sup> enrollment report. Enrollment is down 10 students from the beginning of the month. The majority of loss is in the high school but enrollment should bounce back at the beginning of the new school year.
3. Chairman Broden announced that Isabella Warmbold, Palmer Olson, Alex Rolfson, Faith Broten were the May 22<sup>nd</sup> Student Athletes of the Week and Katja Anderson, Kolten Schultz and Chase LaVine were the May 29<sup>th</sup> Student Athletes of the Week.
4. Principal Moritz apprised the Board of the BES May happenings.
5. Principal Kerr apprised the Board of the BHS May happenings.
6. Chairman Broden apprised the Board that negotiation is under way for the MSEA and BEA groups.
7. First reading and comments of the following policy was held:
  - A. Policy 412 – Expense Reimbursement
8. A motion was made by Jeremy Davies, seconded by Jamie Grover to hire Joshua Matthees as a 1 FTE physical education teacher contingent upon receipt of an appropriate teaching license and a satisfactory background check. Motion passed 6-0.
9. A motion was made by Wendy Fultz, seconded by Jamie Grover to accept the resignation of Willa Olson effective May 31, 2019. Motion passed 6-0.
10. A motion was made by Don Nordlund, seconded by Jamie Grover to accept the resignation of Sonya Brewer effective June 3, 2019. Motion passed 6-0.
11. A motion was made by Jamie Grover, seconded by Amy Fontaine to approve the hockey overnight hockey trip to Redwood Falls in December 2019 and Ely in January 2020. District will provide hotel and transportation and students are responsible for their meals. Motion passed 6-0.
12. A motion was made by Jeremy Davies, seconded by Jamie Grover to accept Christiansen Construction BHS building entrance quote in the amount of \$31,120. Motion passed 6-0.

13. A motion was made by Amy Fontaine, seconded by Don Nordlund to accept MidStates Wireless radio BDA quote in the amount of \$33,199.20. Motion passed 6-0.
14. Neil Dolan apprised the Board that the notification system project quote was not ready for tonight's meeting. Mr. Dolan requested this item be added to the June 20 meeting agenda.
15. A motion was made by Amy Fontaine, seconded by Jamie Grover to renew the 2019-2020 Bagley School District & Stellher Human Services - Interventionist Agreement. District cost is \$24,636.45. Motion passed 6-0.
16. A motion was made by Jeremy Davies, seconded by Don Nordlund to renew the 2019-2020 Bagley School District and Stellher Human Services Service Agreement for Mental Health Therapy Services. District cost is \$10,000. Motion passed 6-0.
17. A motion was made by Amy Fontaine, seconded by Jamie Grover to approve the School Resource Officer Contract for 2019-2020 and 2020-2021 SY. Motion passed 6-0.
18. Items for the Next Agenda:
  - A. Notification System Project
  - B. Handbooks
19. Future Meetings:
  - A. School Board Meeting – June 17, 2019, at 7:30 p.m. in BHS Room 101
20. A motion was made by Amy Fontaine to adjourn the meeting at 9:06 p.m. Motion passes 6-0.

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

Jamie Grover, Clerk  
School Board  
Ind. School District #162

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60024	1142		<b>ACME TOOLS - BEMIDJI</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$88.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71085</b>	Invoice	<b>Invoice No:</b>	6679956	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$88.00</b>	
							<b>Check Amount:</b>	<b>\$88.00</b>	
0162	FNB	60025	00396		<b>ACT</b>		Check		
				E 01	300 710 000 461 000	Standardized Tests-HS Guidance Office		\$1,972.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70870</b>	Invoice	<b>Invoice No:</b>	133780	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,972.00</b>	
							<b>Check Amount:</b>	<b>\$1,972.00</b>	
0162	FNB	60026	1729		<b>AGPARTS EDUCATION</b>		Check		
				E 01	005 810 000 401 181	SKU# CGVHX DELL 11 11.6 LCD 3120		\$359.50	
				E 01	005 810 000 401 181	SKU# XKPDO DELL 3120 BATTERY 4 CELL		\$369.50	
<b>PO#: 67818</b>	<b>Voucher #:</b>	<b>71004</b>	Invoice	<b>Invoice No:</b>	1398073	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$729.00</b>	
				E 01	005 810 000 401 181	SKU# W3TXP-XX DELL 3120 RECLAIMED LC		\$129.50	
<b>PO#: 67818</b>	<b>Voucher #:</b>	<b>71084</b>	Invoice	<b>Invoice No:</b>	1400421	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$129.50</b>	
							<b>Check Amount:</b>	<b>\$858.50</b>	
0162	FNB	60027	1733		<b>ALL STAR TROPHY AND AWARDS</b>		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$112.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70868</b>	Invoice	<b>Invoice No:</b>	50968	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$112.00</b>	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$240.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71102</b>	Invoice	<b>Invoice No:</b>	51166	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$240.00</b>	
							<b>Check Amount:</b>	<b>\$352.00</b>	
0162	FNB	60028	1118		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	005 110 000 401 000	REPLACEMENT BLADE FOR SWINGLINE CL		\$8.98	
				E 01	005 110 000 401 000	REPLACEMENT CUTTING MAT		\$15.35	
				E 01	005 110 000 401 000	SHARPIE		\$15.01	
<b>PO#: 67782</b>	<b>Voucher #:</b>	<b>70858</b>	Invoice	<b>Invoice No:</b>	16GN-9TRG-PT9T	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$39.34</b>	
				E 01	005 110 000 305 000	Fees For Services-Business Office		(\$15.35)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70880</b>	Invoice	<b>Invoice No:</b>	X73-TYXY-7KLF	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>(\$15.35)</b>	
				E 01	005 110 000 401 000	SWINGLINE SMARTCUT REPLACEMENT CL		\$17.92	
				E 01	005 810 000 401 181	DELL OPTIPLEX 990 DESKTOP POWER SUF		\$29.31	
<b>PO#: 67821</b>	<b>Voucher #:</b>	<b>70885</b>	Invoice	<b>Invoice No:</b>	14XR-RWG7-3HYK	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$47.23</b>	
				E 01	300 605 320 430 000	PLEASE SEE ATTACHED ORDER		\$594.79	
<b>PO#: 67870</b>	<b>Voucher #:</b>	<b>71051</b>	Invoice	<b>Invoice No:</b>	1QCW-V1PY-3P7T	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$594.79</b>	
							<b>Check Amount:</b>	<b>\$666.01</b>	
0162	FNB	60029	01725		<b>AMERIPRIDE LINEN, INC.</b>		Check		
				E 01	300 255 000 305 000	Fees For Services-Industrial Tech		\$40.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71048</b>	Invoice	<b>Invoice No:</b>	3501371637	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$40.90</b>	
							<b>Check Amount:</b>	<b>\$40.90</b>	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60030	04118		<b>AUTUMN FIRE DESIGN</b>		Check		
				E 01	300 211 000 401 199	EMBROIDERY ON TABLECLOTHES - BAGLE		\$104.00	
		PO#: 67885	Voucher #: 71052	Invoice	Invoice No: 202019	6/17/2019	Paid Amt:	\$104.00	
							Check Amount:	\$104.00	
0162	FNB	60031	18860		<b>BAGLEY COOP OIL ASSN.</b>		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$181.00	
		PO#:	Voucher #: 71053	Invoice	Invoice No: 750-2, 664742	6/17/2019	Paid Amt:	\$181.00	
							Check Amount:	\$181.00	
0162	FNB	60032	1651		<b>BATTERIES PLUS BULBS</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$593.94	
		PO#:	Voucher #: 71016	Invoice	Invoice No: P15129650	6/17/2019	Paid Amt:	\$593.94	
							Check Amount:	\$593.94	
0162	FNB	60033	06683		<b>BATTERY WHOLESALE INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$141.02	
		PO#:	Voucher #: 71015	Invoice	Invoice No: 117968BEM	6/17/2019	Paid Amt:	\$141.02	
							Check Amount:	\$141.02	
0162	FNB	60034	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		Check		
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted		\$6,305.13	
		PO#:	Voucher #: 70853	Invoice	Invoice No: 052219	6/17/2019	Paid Amt:	\$6,305.13	
							Check Amount:	\$6,305.13	
0162	FNB	60035	08625		<b>BEMIDJI WELDERS SUPPLY</b>		Check		
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$47.72	
		PO#:	Voucher #: 70881	Invoice	Invoice No: 10010668	6/17/2019	Paid Amt:	\$47.72	
				E 01	300 255 000 305 000	Fees For Services-Industrial Tech		\$85.50	
		PO#:	Voucher #: 71005	Invoice	Invoice No: 30004162	6/17/2019	Paid Amt:	\$85.50	
							Check Amount:	\$133.22	
0162	FNB	60036	1403		<b>BONDED LOCK AND KEY</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$100.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$140.45	
		PO#:	Voucher #: 70855	Invoice	Invoice No: 48187	6/17/2019	Paid Amt:	\$240.45	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$45.00	
		PO#:	Voucher #: 70869	Invoice	Invoice No: 48274	6/17/2019	Paid Amt:	\$45.00	
							Check Amount:	\$285.45	
0162	FNB	60037	11500		<b>BOWL INN</b>		Check		
				E 01	300 241 000 305 000	BOWLING FALL/SPRING SEMESTER		\$2,000.00	
		PO#: 67308	Voucher #: 71045	Invoice	Invoice No: 144	6/17/2019	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60038	1611		<b>BRIGHT BYTES</b>		Check		
				E 01	005 810 000 406 181	21ST CENTURY LEARNING SUITE SUBSCRI		\$4,200.00	
		<b>PO#: 67822</b>	<b>Voucher #: 71011</b>	Invoice	<b>Invoice No: F-01007125</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$4,200.00</b>	
							<b>Check Amount:</b>	<b>\$4,200.00</b>	
0162	FNB	60039	1732		<b>BULK BOOKSTORE</b>		Check		
				E 01	300 605 320 430 000	WARRIOR NATION		\$531.32	
				E 01	300 605 320 430 000	THE ASSASSINATION OF HOLE IN THE DAY		\$504.68	
				E 01	300 605 320 430 000	THE HIAWATHA		\$578.68	
				E 01	300 605 320 430 000	PRUDENCE		\$367.04	
		<b>PO#: 67861</b>	<b>Voucher #: 71086</b>	Invoice	<b>Invoice No: 33416</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,981.72</b>	
							<b>Check Amount:</b>	<b>\$1,981.72</b>	
0162	FNB	60040	1661		<b>CARLSON PARTS STORE</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$39.73	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$1,354.97	
		<b>PO#:</b>	<b>Voucher #: 71063</b>	Invoice	<b>Invoice No: MAY19</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,394.70</b>	
							<b>Check Amount:</b>	<b>\$1,394.70</b>	
0062	FNB	60041	1737		<b>CASSIE DAHL TEACHING &amp; TECHNOLOGY</b>		Check		
				E 04	005 586 332 401 132	SUMMER REC T-SHIRTS		\$1,068.50	
		<b>PO#: 67894</b>	<b>Voucher #: 71087</b>	Invoice	<b>Invoice No: 18, 20</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,068.50</b>	
							<b>Check Amount:</b>	<b>\$1,068.50</b>	
0162	FNB	60042	16717		<b>CLEARWATER CO LANDFILL</b>		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$20.00	
		<b>PO#:</b>	<b>Voucher #: 71060</b>	Invoice	<b>Invoice No: 061019</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$20.00</b>	
							<b>Check Amount:</b>	<b>\$20.00</b>	
0162	FNB	60043	1495		<b>CLEARWATER COUNTY HIGHWAY DEPT.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$351.82	
		<b>PO#:</b>	<b>Voucher #: 70854</b>	Invoice	<b>Invoice No: 052219</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$351.82</b>	
							<b>Check Amount:</b>	<b>\$351.82</b>	
0162	FNB	60044	17691		<b>COMFORT POINT, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,800.00	
		<b>PO#:</b>	<b>Voucher #: 70988</b>	Invoice	<b>Invoice No: 541</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$2,800.00</b>	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$2,480.16	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$93.03	
		<b>PO#:</b>	<b>Voucher #: 70989</b>	Invoice	<b>Invoice No: 542</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$2,573.19</b>	
							<b>Check Amount:</b>	<b>\$5,373.19</b>	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60045	1366		<b>REMIT I COMO OIL &amp; PROPANE</b>		Check		
				E 01 005 760 720 440 000	Fuels-Reg Transportation			\$1,928.17	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71092</b>	Invoice	<b>Invoice No: 2299848</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$1,928.17</b>
							<b>Check Amount:</b>		<b>\$1,928.17</b>
0162	FNB	60046	21200		<b>DAROOS INC.</b>		Check		
				E 04 005 505 321 401 000	General Supplies-Comm Ed			\$23.51	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71000</b>	Invoice	<b>Invoice No: 0122988</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$23.51</b>
				E 01 300 292 000 401 295	General Supplies-Athletic Support			\$158.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71001</b>	Invoice	<b>Invoice No: 0120196, 0120168</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$158.25</b>
							<b>Check Amount:</b>		<b>\$181.76</b>
0162	FNB	60047	1170		<b>DEAN FOODS NC</b>		Check		
				E 02 005 770 701 495 000	Milk-Lunches			\$171.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71017</b>	Invoice	<b>Invoice No: 17714892</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$171.00</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$505.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71018</b>	Invoice	<b>Invoice No: 17714919</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$505.92</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$194.24	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71019</b>	Invoice	<b>Invoice No: 17714950</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$194.24</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$220.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71020</b>	Invoice	<b>Invoice No: 17714975</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$220.48</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$117.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71021</b>	Invoice	<b>Invoice No: 17715003</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$117.00</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$251.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71022</b>	Invoice	<b>Invoice No: 17715030</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$251.10</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$249.93	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71023</b>	Invoice	<b>Invoice No: 17715057</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$249.93</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$328.93	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71024</b>	Invoice	<b>Invoice No: 17715079</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$328.93</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$106.11	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71025</b>	Invoice	<b>Invoice No: 17715101</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$106.11</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$105.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71026</b>	Invoice	<b>Invoice No: 17714893</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$105.89</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$186.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71027</b>	Invoice	<b>Invoice No: 17714920</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$186.72</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$106.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71028</b>	Invoice	<b>Invoice No: 17714951</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$106.84</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$185.76	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71029</b>	Invoice	<b>Invoice No: 17714976</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$185.76</b>
				E 02 005 770 701 495 000	Milk-Lunches			\$105.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>71030</b>	Invoice	<b>Invoice No: 17715004</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>		<b>\$105.89</b>

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60047	1170		<b>DEAN FOODS NC</b>		Check		
				E 02 005 770 701 495 000	Milk-Lunches			\$160.48	
PO#:	Voucher #:	71031	Invoice	Invoice No:	17715031	6/17/2019	Paid Amt:	\$160.48	
				E 02 005 770 701 495 000	Milk-Lunches			\$134.10	
PO#:	Voucher #:	71032	Invoice	Invoice No:	17715058	6/17/2019	Paid Amt:	\$134.10	
				E 02 005 770 701 495 000	Milk-Lunches			\$53.06	
PO#:	Voucher #:	71033	Invoice	Invoice No:	17715102	6/17/2019	Paid Amt:	\$53.06	
				E 02 005 770 701 495 000	Milk-Lunches			\$116.42	
PO#:	Voucher #:	71034	Invoice	Invoice No:	17715078	6/17/2019	Paid Amt:	\$116.42	
<b>Check Amount:</b>								<b>\$3,299.87</b>	
0162	FNB	60048	21752		<b>DISCOUNT MAGAZINE SUBS SERV IN</b>		Check		
				B 01 131 000	YEARLY SUBSCRIPTION RENEWALS - SEE.			\$122.84	
PO#: 67789	Voucher #:	71074	Invoice	Invoice No:	9224012	6/17/2019	Paid Amt:	\$122.84	
				B 01 131 000	YEARLY SUBSCRIPTION RENEWALS			\$372.31	
PO#: 67803	Voucher #:	71075	Invoice	Invoice No:	9224011	6/17/2019	Paid Amt:	\$372.31	
<b>Check Amount:</b>								<b>\$495.15</b>	
0162	FNB	60049	1447		<b>EAPC ARCHITECTS ENGINEERS</b>		Check		
				E 01 310 810 000 305 138	Consulting/Fees For Services-Safety Grant			\$1,140.19	
PO#:	Voucher #:	71055	Invoice	Invoice No:	43847	6/17/2019	Paid Amt:	\$1,140.19	
<b>Check Amount:</b>								<b>\$1,140.19</b>	
0162	FNB	60050	23383		<b>EDMENTUM</b>		Check		
				B 01 131 000	RENEWAL LICENSE - HS 70%			\$11,962.12	
				B 01 131 000	RENEWAL LICENSE - ALP 30%			\$5,126.63	
PO#: 67880	Voucher #:	71093	Invoice	Invoice No:	INV118030	6/17/2019	Paid Amt:	\$17,088.75	
<b>Check Amount:</b>								<b>\$17,088.75</b>	
0162	FNB	60051	22689		<b>FARGO PUBLIC SCHOOL DISTRICT</b>		Check		
				E 01 998 211 000 392 000	Payments to Out-of-State Dist/			\$943.08	
PO#:	Voucher #:	71068	Invoice	Invoice No:	INV0000051412	6/17/2019	Paid Amt:	\$943.08	
<b>Check Amount:</b>								<b>\$943.08</b>	
0162	FNB	60052	27140		<b>FARMERS PUBLISHING CO., INC.</b>		Check		
				E 01 300 211 000 401 000	General Supplies-High School			\$40.55	
PO#:	Voucher #:	71077	Invoice	Invoice No:	52258	6/17/2019	Paid Amt:	\$40.55	
				B 01 131 000	YEARLY SUBSCRIPTION RENEWAL FOR BE			\$29.00	
PO#: 67790	Voucher #:	71078	Invoice	Invoice No:	52343	6/17/2019	Paid Amt:	\$29.00	
				E 01 005 105 000 305 166	SHOPPER/NEWS PAPER AD - TACO IN BAG			\$39.38	
PO#: 67768	Voucher #:	71079	Invoice	Invoice No:	51943	6/17/2019	Paid Amt:	\$39.38	
				E 01 300 211 000 401 199	General Supplies-Graduation			\$492.39	
PO#:	Voucher #:	71080	Invoice	Invoice No:	52262	6/17/2019	Paid Amt:	\$492.39	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60052	27140		<b>FARMERS PUBLISHING CO., INC.</b>		Check		
				B 04	131 000	Prepaid Exp. & Deposits		\$29.00	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$490.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71081</b>	Invoice	<b>Invoice No:</b>	<b>MAY19</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$519.64</b>	
							<b>Check Amount:</b>	<b>\$1,120.96</b>	
0162	FNB	60053	28214		<b>FLEETPRIDE</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$154.42	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71091</b>	Invoice	<b>Invoice No:</b>	<b>28118779</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$154.42</b>	
							<b>Check Amount:</b>	<b>\$154.42</b>	
0162	FNB	60054	1624		<b>FOND DU LAC TRIBAL &amp; COMMUNITY COLLEGE</b>		Check		
				E 01	300 605 510 366 000	IHSL REGIONAL MTG/TRAINING		\$125.00	
				E 01	300 605 510 366 000	CAROL VIK, BRITTANY NATTRASS, KARA W		\$0.00	
<b>PO#:</b> 67698	<b>Voucher #:</b>	<b>70857</b>	Invoice	<b>Invoice No:</b>	<b>443143, 455605</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$125.00</b>	
							<b>Check Amount:</b>	<b>\$125.00</b>	
0162	FNB	60055	28775		<b>FOSTON CIVIC CENTER</b>		Check		
				R 01	100 000 000 099 000	Misc Rev- Elem		\$1,500.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70879</b>	Invoice	<b>Invoice No:</b>	<b>052919</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,500.00</b>	
							<b>Check Amount:</b>	<b>\$1,500.00</b>	
0162	FNB	60056	30521		<b>GALEN'S SUPERMARKET</b>		Check		
				E 01	300 403 740 433 000	Special Supplies Severe -Profound		\$72.43	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71054</b>	Invoice	<b>Invoice No:</b>	<b>MAY19</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$72.43</b>	
							<b>Check Amount:</b>	<b>\$72.43</b>	
0162	FNB	60057	30590		<b>GALLI FURNITURE, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,985.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71047</b>	Invoice	<b>Invoice No:</b>	<b>060619</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$2,985.00</b>	
							<b>Check Amount:</b>	<b>\$2,985.00</b>	
0162	FNB	60058	30935		<b>GARDEN VALLEY TELEPHONE</b>		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$3,880.46	
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$39.77	
				E 04	005 580 325 320 000	Telephone -ECFE		\$39.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70889</b>	Invoice	<b>Invoice No:</b>	<b>200816046</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$3,960.00</b>	
							<b>Check Amount:</b>	<b>\$3,960.00</b>	
0162	FNB	60059	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$38.46	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70849</b>	Invoice	<b>Invoice No:</b>	<b>9174002023</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$38.46</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$53.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70850</b>	Invoice	<b>Invoice No:</b>	<b>9172306517</b>	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$53.00</b>	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60059	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$270.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70851</b>	Invoice	<b>Invoice No:</b>	9171002604	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$270.00</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$36.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71043</b>	Invoice	<b>Invoice No:</b>	9189306187	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$36.56</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$278.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71059</b>	Invoice	<b>Invoice No:</b>	9191158774	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$278.99</b>	
							<b>Check Amount:</b>	<b>\$677.01</b>	
0162	FNB	60060	33491		<b>GRAND FORKS PUBLIC SCHOOL DIS</b>		Check		
				E 01	998 211 000 392 000	Payments to Out-of-State Dist/		\$182.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71071</b>	Invoice	<b>Invoice No:</b>	14172	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$182.88</b>	
							<b>Check Amount:</b>	<b>\$182.88</b>	
0162	FNB	60061	35214		<b>HANDYMANS, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$64.99	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71098</b>	Invoice	<b>Invoice No:</b>	131057	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$64.99</b>	
							<b>Check Amount:</b>	<b>\$64.99</b>	
0162	FNB	60062	36806		<b>HILDI, INC.</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$410.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70852</b>	Invoice	<b>Invoice No:</b>	10644	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$410.00</b>	
							<b>Check Amount:</b>	<b>\$410.00</b>	
0162	FNB	60063	37131		<b>HOME DEPOT CREDIT SERVICES</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$287.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70888</b>	Invoice	<b>Invoice No:</b>	MAY19	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$287.97</b>	
							<b>Check Amount:</b>	<b>\$287.97</b>	
0162	FNB	60064	37821		<b>HOUGH, ALDEN</b>		Check		
				E 01	310 810 000 305 000	SCAFFOLD RENTAL		\$160.00	
<b>PO#:</b> 67886	<b>Voucher #:</b>	<b>71014</b>	Invoice	<b>Invoice No:</b>	141631	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$160.00</b>	
							<b>Check Amount:</b>	<b>\$160.00</b>	
0162	FNB	60065	1542		<b>INNOVATIVE OFFICE SOLUTIONS</b>		Check		
				B 01	131 000	PLEASE SEE THE ATTACHED QUOTE		\$1,425.60	
<b>PO#:</b> 67785	<b>Voucher #:</b>	<b>71082</b>	Invoice	<b>Invoice No:</b>	2552244	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,425.60</b>	
							<b>Check Amount:</b>	<b>\$1,425.60</b>	
0162	FNB	60066	39224		<b>INTERQUEST DETECTION CANINES</b>		Check		
				E 01	300 211 000 305 000	HALF DAY VISITS		\$315.00	
<b>PO#:</b> 67280	<b>Voucher #:</b>	<b>71094</b>	Invoice	<b>Invoice No:</b>	193NM May 2019	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$315.00</b>	
							<b>Check Amount:</b>	<b>\$315.00</b>	
0162	FNB	60067	43010		<b>KEN K THOMPSON JEWELERS</b>		Check		
				E 01	300 605 320 401 000	RED ALDER GIFT BOXES		\$1,170.00	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60067	43010		<b>KEN K THOMPSON JEWELERS</b>		<b>Check</b>
				E 01	300 605 320 401 000	LENGROWING OF NAMES & SCHOOL LOGO	\$0.00
				E 01	300 605 320 401 000	""CONGRATULATIONS BAGLEY GRADUATE	\$0.00
				E 01	300 605 320 401 000	CONRAD BURNS	\$0.00
				E 01	300 605 320 401 000	TREVER BENSON	\$0.00
				E 01	300 605 320 401 000	MADISON ESTEY	\$0.00
				E 01	300 605 320 401 000	JAMES HVEZDA	\$0.00
				E 01	300 605 320 401 000	ABBEY IVERSON	\$0.00
				E 01	300 605 320 401 000	EMILEY IVERSON	\$0.00
				E 01	300 605 320 401 000	ELLIOT LOGAN	\$0.00
				E 01	300 605 320 401 000	LAUREN MIDBO	\$0.00
				E 01	300 605 320 401 000	CHI-NOODIN OLIVER	\$0.00
				E 01	300 605 320 401 000	DEVIN ROCK	\$0.00
				E 01	300 605 320 401 000	DARIAN STEVENS	\$0.00
				E 01	300 605 320 401 000	PARKER SUNDERLAND	\$0.00
				E 01	300 605 320 401 000	RICKEL SWENSON	\$0.00
				E 01	300 605 320 401 000	ANDREW THOMPSON	\$0.00
				E 01	300 605 320 401 000	GERI THOMPSON	\$0.00
				E 01	300 605 320 401 000	MISTEN TOLLEFSON	\$0.00
				E 01	300 605 320 401 000	MICHAEL TROXELL	\$0.00
				E 01	300 605 320 401 000	BRYCE VIVIER	\$0.00
	<b>PO#: 67743</b>	<b>Voucher #: 70884</b>	Invoice	<b>Invoice No: 001-103119</b>	<b>6/17/2019</b>	<b>Paid Amt: \$1,170.00</b>	<b>Check Amount: \$1,170.00</b>
0162	FNB	60068	43077		<b>KENNEDY &amp; GRAVEN, CHARTERED</b>		<b>Check</b>
				E 01	005 010 000 305 000	Fees for Service-School Board	\$483.75
	<b>PO#:</b>	<b>Voucher #: 71012</b>	Invoice	<b>Invoice No: 148733</b>	<b>6/17/2019</b>	<b>Paid Amt: \$483.75</b>	
				E 01	005 010 000 305 000	Fees for Service-School Board	\$388.50
	<b>PO#:</b>	<b>Voucher #: 71013</b>	Invoice	<b>Invoice No: 148734</b>	<b>6/17/2019</b>	<b>Paid Amt: \$388.50</b>	<b>Check Amount: \$872.25</b>
0162	FNB	60069	46136		<b>LISTROM'S DISPOSAL, INC.</b>		<b>Check</b>
				E 01	310 810 000 330 000	Utilities-Maintenance	\$2,578.41
	<b>PO#:</b>	<b>Voucher #: 71042</b>	Invoice	<b>Invoice No: 053119</b>	<b>6/17/2019</b>	<b>Paid Amt: \$2,578.41</b>	<b>Check Amount: \$2,578.41</b>
0162	FNB	60070	47588		<b>MARC</b>		<b>Check</b>
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$3,622.66
	<b>PO#:</b>	<b>Voucher #: 70886</b>	Invoice	<b>Invoice No: 0666044</b>	<b>6/17/2019</b>	<b>Paid Amt: \$3,622.66</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$458.85
	<b>PO#:</b>	<b>Voucher #: 70887</b>	Invoice	<b>Invoice No: 0666040</b>	<b>6/17/2019</b>	<b>Paid Amt: \$458.85</b>	<b>Check Amount: \$4,081.51</b>

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## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60071	47593		<b>MARCO</b>		Check
				E 01	300 211 000 401 000	General Supplies-High School	\$217.92
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70876</b>	Invoice	<b>Invoice No:</b> 6390548	<b>6/17/2019</b>
							<b>Paid Amt: \$217.92</b>
							<b>Check Amount: \$217.92</b>
0162	FNB	60072	47595		<b>MARCO, INC.</b>		Check
				E 01	300 211 000 380 000	Computer/Technology Lease	\$525.10
				E 01	030 211 305 380 000	Computer/Technology Lease	\$21.88
				E 01	005 760 720 380 000	Computer/Technology Lease	\$43.76
				E 01	005 110 000 380 000	Computer/Technology Lease	\$87.48
				E 01	100 203 000 380 000	Computer/Technology Lease	\$240.67
				E 04	005 505 321 380 000	Computer/Technology Lease	\$43.76
		<b>PO#:</b>	<b>Voucher #:</b>	<b>71003</b>	Invoice	<b>Invoice No:</b> 386087233	<b>6/17/2019</b>
							<b>Paid Amt: \$962.65</b>
							<b>Check Amount: \$962.65</b>
0162	FNB	60073	1209		<b>MASSP</b>		Check
				B 01	131 000	2019-2020 DUES MASSP & NASSP FOR TON	\$870.00
		<b>PO#:</b> 67807	<b>Voucher #:</b>	<b>71035</b>	Invoice	<b>Invoice No:</b> 06-05-2019	<b>6/17/2019</b>
							<b>Paid Amt: \$870.00</b>
							<b>Check Amount: \$870.00</b>
0162	FNB	60074	48402		<b>MENARDS-BEMIDJI</b>		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$52.34
		<b>PO#:</b>	<b>Voucher #:</b>	<b>71056</b>	Invoice	<b>Invoice No:</b> 74704	<b>6/17/2019</b>
							<b>Paid Amt: \$52.34</b>
							<b>Check Amount: \$52.34</b>
0162	FNB	60075	49575		<b>MESPA</b>		Check
				B 01	131 000	MEMBERSHIP RENEWAL FOR KRISTI MORI	\$934.00
		<b>PO#:</b> 67917	<b>Voucher #:</b>	<b>71101</b>	Invoice	<b>Invoice No:</b> 08009	<b>6/17/2019</b>
							<b>Paid Amt: \$934.00</b>
							<b>Check Amount: \$934.00</b>
0162	FNB	60076	50656		<b>MIDWEST BUS PARTS, INC</b>		Check
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$760.80
		<b>PO#:</b>	<b>Voucher #:</b>	<b>71061</b>	Invoice	<b>Invoice No:</b> 121997	<b>6/17/2019</b>
							<b>Paid Amt: \$760.80</b>
							<b>Check Amount: \$760.80</b>
0162	FNB	60077	52329		<b>MINN ST H.S. MATH LEAGUE</b>		Check
				B 01	131 000	MATH LEAGUE ANNUAL FEE	\$600.00
		<b>PO#:</b> 67825	<b>Voucher #:</b>	<b>71037</b>	Invoice	<b>Invoice No:</b> 060519	<b>6/17/2019</b>
							<b>Paid Amt: \$600.00</b>
							<b>Check Amount: \$600.00</b>
0162	FNB	60078	1477		<b>MISTY MOMENTS PHOTOGRAPHY</b>		Check
				E 01	300 211 000 401 301	SENIOR PICTURES	\$672.00
		<b>PO#:</b> 67899	<b>Voucher #:</b>	<b>71083</b>	Invoice	<b>Invoice No:</b> BAG2019	<b>6/17/2019</b>
							<b>Paid Amt: \$672.00</b>
							<b>Check Amount: \$672.00</b>

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60079	51175		MN ASSOC OF SECRETARIES to PRINCIPALS		Check		
				B 01	131 000	2019-2020 DUES TO MASP FOR CARRIE HAI		\$80.00	
		PO#: 67808	Voucher #: 71036	Invoice	Invoice No: 6-5-19	6/17/2019	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0162	FNB	60080	51523		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01	310 810 000 820 000	Dues,Memberships,Lic, Fees		\$40.00	
		PO#:	Voucher #: 71057	Invoice	Invoice No: ABR0213122I	6/17/2019	Paid Amt:	\$40.00	
				E 01	310 810 000 820 000	Dues,Memberships,Lic, Fees		\$50.00	
		PO#:	Voucher #: 71058	Invoice	Invoice No: ABR0212641I	6/17/2019	Paid Amt:	\$50.00	
							Check Amount:	\$90.00	
0162	FNB	60081	54978		NATIONAL HONOR SOCIETY/NASSP		Check		
				B 01	131 000	AFFLIATION DUES FOR 2019-2020		\$385.00	
		PO#: 67824	Voucher #: 71038	Invoice	Invoice No: 9001184068	6/17/2019	Paid Amt:	\$385.00	
							Check Amount:	\$385.00	
0162	FNB	60082	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check		
				E 01	005 865 380 530 000	Equipment		\$22,059.00	
15		PO#:	Voucher #: 71040	Invoice	Invoice No: 132729	6/17/2019	Paid Amt:	\$22,059.00	
				E 01	005 865 380 305 000	Consulting/Fees For Services		\$740.00	
				E 01	005 865 380 401 000	General Supplies		\$553.24	
		PO#:	Voucher #: 71041	Invoice	Invoice No: 132709	6/17/2019	Paid Amt:	\$1,293.24	
							Check Amount:	\$23,352.24	
0162	FNB	60083	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$300.88	
		PO#:	Voucher #: 71064	Invoice	Invoice No: 260928	6/17/2019	Paid Amt:	\$300.88	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$830.52	
		PO#:	Voucher #: 71065	Invoice	Invoice No: 260856	6/17/2019	Paid Amt:	\$830.52	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$1,186.13	
		PO#:	Voucher #: 71066	Invoice	Invoice No: 260967	6/17/2019	Paid Amt:	\$1,186.13	
							Check Amount:	\$2,317.53	
0162	FNB	60084	58041		NORTHERN LAKES VENDING		Check		
				E 01	100 203 000 401 101	General Supplies-Elem Auxiliary Accounts		\$140.00	
		PO#:	Voucher #: 71076	Invoice	Invoice No: 5820:130817	6/17/2019	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0162	FNB	60085	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 02	005 770 701 366 000	Travel-Food Service		\$75.00	
		PO#:	Voucher #: 70883	Invoice	Invoice No: 3179	6/17/2019	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60086	1734		<b>POSITIVE ACTION</b>		Check		
				E 01	100 216 401 430 635	PLEASE SEE ATTACHED QUOTE 1130 - POS		\$9,785.00	
		PO#: 67867	Voucher #:	71096	Invoice	Invoice No: 50009	6/17/2019		
								Paid Amt:	\$9,785.00
								Check Amount:	\$9,785.00
0162	FNB	60087	62838		<b>PROJECT LEAD THE WAY, INC.</b>		Check		
				B 01	131 000	PLTW ENGINEERING PARTICIPATION 2019-		\$3,000.00	
				B 01	131 000	PLTW GATEWAY PARTICIPATION 2019-2020		\$750.00	
				B 01	131 000	INVOICE #177663		\$0.00	
		PO#: 67875	Voucher #:	71069	Invoice	Invoice No: 177663	6/17/2019		
								Paid Amt:	\$3,750.00
								Check Amount:	\$3,750.00
0162	FNB	60088	63020		<b>PUBLIC UTILITIES</b>		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$23,620.47	
		PO#:	Voucher #:	71039	Invoice	Invoice No: MAY2019	6/17/2019		
								Paid Amt:	\$23,620.47
								Check Amount:	\$23,620.47
0162	FNB	60089	64630		<b>REGION I ESV</b>		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$2,254.33	
		PO#:	Voucher #:	71067	Invoice	Invoice No: 7791	6/17/2019		
								Paid Amt:	\$2,254.33
								Check Amount:	\$2,254.33
0162	FNB	60090	65899		<b>ROYAL TIRE, INC.</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$71.20	
		PO#:	Voucher #:	71062	Invoice	Invoice No: 317-36252	6/17/2019		
								Paid Amt:	\$71.20
								Check Amount:	\$71.20
0162	FNB	60091	1679		<b>SCHOOL PAPER EXPRESS.COM</b>		Check		
				E 01	100 203 000 401 000	BES TIMES - 600 COPIES		\$225.00	
				E 01	100 203 000 401 000	Freight		\$145.47	
		PO#: 67783	Voucher #:	71099	Invoice	Invoice No: 21861	6/17/2019		
								Paid Amt:	\$370.47
								Check Amount:	\$370.47
0162	FNB	60092	67160		<b>SCHOOL SPECIALTY, INC.</b>		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$69.27	
		PO#: 67776	Voucher #:	70860	Invoice	Invoice No: 208122847572	6/17/2019		
								Paid Amt:	\$69.27
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$313.89	
		PO#: 67773	Voucher #:	70882	Invoice	Invoice No: 308103300057	6/17/2019		
								Paid Amt:	\$313.89
								Check Amount:	\$383.16
0162	FNB	60093	69235		<b>SOLID BOTTOM SEPTIC</b>		Check		
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$280.00	
		PO#:	Voucher #:	70867	Invoice	Invoice No: 304	6/17/2019		
								Paid Amt:	\$280.00
								Check Amount:	\$280.00

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60094	71810		<b>STELLHER HUMAN SERVICES, INC.</b>		Check		
				E 01	100 203 000 394 000	to Other Agencies		\$20,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71002</b>	Invoice	<b>Invoice No:</b>	161647	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$20,000.00</b>	
				E 01	100 605 175 394 000	to Other Agencies-Impact Aid		\$1,926.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71046</b>	Invoice	<b>Invoice No:</b>	161636	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,926.95</b>	
							<b>Check Amount:</b>	<b>\$21,926.95</b>	
0162	FNB	60095	71823		<b>STEMS</b>		Check		
				E 01	005 010 000 401 000	FLOWERS FOR CHERI MICHELS - GET WEL		\$30.00	
<b>PO#:</b> 67767	<b>Voucher #:</b>	<b>71049</b>	Invoice	<b>Invoice No:</b>	765	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$30.00</b>	
				E 01	100 201 000 401 000	BALLOONS TWO OF EACH COLOR - RED, Y		\$16.00	
				E 01	100 201 000 401 000	DELIVERY		\$5.00	
<b>PO#:</b> 67769	<b>Voucher #:</b>	<b>71050</b>	Invoice	<b>Invoice No:</b>	780	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$21.00</b>	
							<b>Check Amount:</b>	<b>\$51.00</b>	
0162	FNB	60096	1540		<b>TEACHING STRATEGIES, LLC</b>		Check		
				B 01	131 000	GOLD SUBSCRIPTION PORTFOLIOS		\$766.50	
				B 01	131 000	DIGITAL CURR RESOURCES		\$250.00	
				B 01	131 000	ORDER #Q-58106		\$0.00	
<b>PO#:</b> 67888	<b>Voucher #:</b>	<b>71088</b>	Invoice	<b>Invoice No:</b>	0353820	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$1,016.50</b>	
							<b>Check Amount:</b>	<b>\$1,016.50</b>	
0162	FNB	60097	74179		<b>TEAM LABORATORY CHEMICAL CORP.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$423.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70856</b>	Invoice	<b>Invoice No:</b>	15994	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$423.68</b>	
							<b>Check Amount:</b>	<b>\$423.68</b>	
0162	FNB	60098	79179		<b>VERIZON WIRELESS</b>		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$17.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71097</b>	Invoice	<b>Invoice No:</b>	9831145499	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$17.20</b>	
							<b>Check Amount:</b>	<b>\$17.20</b>	
0162	FNB	60099	80788		<b>WESTWOOD BUILDING CENTER, INC.</b>		Check		
				R 01	300 361 830 619 000	MATERIALS PURCHASED FOR RESALE		\$372.06	
				E 01	310 810 000 401 000	MATERIALS PURCHASED FOR RESALE		\$1,893.44	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71072</b>	Invoice	<b>Invoice No:</b>	06/10/19	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$2,265.50</b>	
							<b>Check Amount:</b>	<b>\$2,265.50</b>	
0162	FNB	60100	81075		<b>WILLBERGS AUTO CENTER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$148.24	
<b>PO#:</b>	<b>Voucher #:</b>	<b>71044</b>	Invoice	<b>Invoice No:</b>	88527	<b>6/17/2019</b>	<b>Paid Amt:</b>	<b>\$148.24</b>	
							<b>Check Amount:</b>	<b>\$148.24</b>	
0162	FNB	60101	1256		<b>WOODWORKERS SUPPLY</b>		Check		
				B 01	131 000	899-460 1/4" X 59 1/2 BAND SAW BLADES		\$83.28	

## Bagley Public Schools #162 June Board Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60101	1256		<b>WOODWORKERS SUPPLY</b>		Check		
				B 01 131 000	106-121 1/4" X 150 BAND SAW BLADES		\$126.06		
				B 01 131 000	SHIPPING		\$5.00		
	PO#: 67864	Voucher #:	71100	Invoice	Invoice No: 9398432-1	6/17/2019	Paid Amt:	\$214.34	
								Check Amount:	\$214.34
0162	FNB	60102	1642		<b>WOODWORKS, LTD</b>		Check		
				B 01 131 000	SQ0750 2500 3/4" SQUARE CUBES		\$155.00		
				B 01 131 000	SHIPPING - FREE		\$0.00		
	PO#: 67843	Voucher #:	71090	Invoice	Invoice No: 530787	6/17/2019	Paid Amt:	\$155.00	
								Check Amount:	\$155.00
0162	FNB	60103	81579		<b>WORLD BOOK, INC.</b>		Check		
				B 01 131 000	ONLINE REFERENCE PACKAGE RENEWAL		\$434.50		
				B 01 131 000	ONLINE REFERENCE PACKAGE - HS		\$434.50		
	PO#: 67878	Voucher #:	71089	Invoice	Invoice No: 0001595013	6/17/2019	Paid Amt:	\$869.00	
								Check Amount:	\$869.00
								Report Total:	\$174,443.02

**Bagley Public Schools #162**  
**June Board Payments**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$169,823.84
02	Food Service	\$3,374.87
04	Community Services	\$1,244.31
<b>Report Total</b>		<b>\$174,443.02</b>

## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33050	1705		JOURDAIN, DAN		Check		
				E 01	300 605 320 305 000	SERVICES POWWOW EVENT - INV# 101		\$200.00	
	PO#: 67764	Voucher #:	70702	Invoice	Invoice No: 101	5/1/2019		Paid Amt:	\$200.00
								Check Amount:	\$200.00
0162	FNB	33054	61525		PETTY CASH FUND		Check		
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$156.40	
				R 01	100 000 000 099 000	Misc Rev- Elem		\$285.00	
				E 01	300 211 000 401 000	General Supplies-High School		\$1,500.00	
				E 01	300 296 000 305 208	Fees For Services-Softball		\$340.00	
				E 01	300 211 000 305 000	Fees For Services-High School		\$50.00	
				E 01	100 050 000 401 000	General Supplies-Elem Office		\$48.93	
				E 04	005 580 325 401 000	General Supplies-ECFE		\$38.34	
				R 01	100 000 000 099 000	Misc Rev- Elem		\$160.00	
				E 01	300 294 000 305 204	Fees For Services-Baseball		\$595.00	
				E 04	005 505 321 305 000	Fees For Services-Comm Ed		\$525.00	
	PO#:	Voucher #:	70730	Invoice	Invoice No: 050619	5/6/2019		Paid Amt:	\$3,698.67
								Check Amount:	\$3,698.67
0162	FNB	33055	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		(\$28.60)	
	PO#:	Voucher #:	70731	Invoice	Invoice No: 5945111	5/6/2019		Paid Amt:	(\$28.60)
				E 02	005 770 701 490 000	Food-Lunches		\$936.31	
				E 02	005 770 705 490 000	Food-Breakfast		\$403.60	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$18.70	
	PO#:	Voucher #:	70732	Invoice	Invoice No: 3894363	5/6/2019		Paid Amt:	\$1,358.61
				E 02	005 770 701 490 000	Food-Lunches		\$317.27	
	PO#:	Voucher #:	70733	Invoice	Invoice No: 3894358	5/6/2019		Paid Amt:	\$317.27
								Check Amount:	\$1,647.28
0162	FNB	33056	1717		CHRISTIANSSEN CONSTRUCTION CO., INC		Check		
				E 01	310 810 000 350 000	Repair and Main Serv-Maintenance		\$125,477.00	
	PO#:	Voucher #:	70745	Invoice	Invoice No: 3.64	5/7/2019		Paid Amt:	\$125,477.00
								Check Amount:	\$125,477.00
0162	FNB	33057	1724		FOX, ROBERT		Check		
				E 01	300 605 320 305 000	SENIOR BANQUET SPEAKER		\$750.00	
	PO#: 67763	Voucher #:	70741	Invoice	Invoice No: 1	5/7/2019		Paid Amt:	\$750.00
								Check Amount:	\$750.00
0162	FNB	33058	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$587.03	
	PO#:	Voucher #:	70742	Invoice	Invoice No: 3894361	5/7/2019		Paid Amt:	\$587.03

## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33058	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02 005 770 701 490 000	Food-Lunches			\$826.17	
				E 02 005 770 705 490 000	Food-Breakfast			\$274.22	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70743</b>	Invoice	<b>Invoice No:</b>	3957699	<b>5/7/2019</b>	<b>Paid Amt:</b>	<b>\$1,100.39</b>	
				E 02 005 770 701 490 000	Food-Lunches			\$1,868.59	
				E 02 005 770 705 490 000	Food-Breakfast			\$218.80	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$9.62	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70744</b>	Invoice	<b>Invoice No:</b>	3894362	<b>5/7/2019</b>	<b>Paid Amt:</b>	<b>\$2,097.01</b>	
							<b>Check Amount:</b>	<b>\$3,784.43</b>	
0162	FNB	33059	1366		<b>REMIT I COMO OIL &amp; PROPANE</b>		Check		
				E 01 005 760 720 440 000	Fuels-Reg Transportation			\$2,109.01	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70771</b>	Invoice	<b>Invoice No:</b>	2152103	<b>5/8/2019</b>	<b>Paid Amt:</b>	<b>\$2,109.01</b>	
							<b>Check Amount:</b>	<b>\$2,109.01</b>	
0162	FNB	33060	58056		<b>NORTHERN MUNICIPAL POWER AGENCY</b>		Check		
				E 01 310 810 000 330 000	Utilities-Maintenance			\$872.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70770</b>	Invoice	<b>Invoice No:</b>	SUMMERIPP	<b>5/8/2019</b>	<b>Paid Amt:</b>	<b>\$872.00</b>	
							<b>Check Amount:</b>	<b>\$872.00</b>	
0162	FNB	33061	51523		<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		Check		
				E 01 310 810 000 820 000	ELECTRICAL EMPLOYER REIGSTRATION			\$100.00	
<b>PO#:</b> 67775	<b>Voucher #:</b>	<b>70782</b>	Invoice	<b>Invoice No:</b>	050919	<b>5/9/2019</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
0162	FNB	33062	73661		<b>SYSCO NORTH DAKOTA</b>		Check		
				E 02 005 770 701 490 000	Food-Lunches			\$741.55	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70787</b>	Invoice	<b>Invoice No:</b>	195495860	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$741.55</b>	
							<b>Check Amount:</b>	<b>\$741.55</b>	
0162	FNB	33063	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02 005 770 701 490 000	Food-Lunches			\$1,391.17	
				E 02 005 770 705 490 000	Food-Breakfast			\$339.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70783</b>	Invoice	<b>Invoice No:</b>	4031006	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$1,730.27</b>	
				E 02 005 770 701 490 000	Food-Lunches			\$369.44	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70784</b>	Invoice	<b>Invoice No:</b>	4031004	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$369.44</b>	
				E 02 005 770 701 490 000	Food-Lunches			\$1,730.90	
				E 02 005 770 705 490 000	Food-Breakfast			\$48.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70785</b>	Invoice	<b>Invoice No:</b>	4031005	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$1,779.87</b>	
				E 02 005 770 701 490 000	Food-Lunches			\$500.36	
				E 02 005 770 705 490 000	Food-Breakfast			\$126.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70786</b>	Invoice	<b>Invoice No:</b>	3957700	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$626.43</b>	
							<b>Check Amount:</b>	<b>\$4,506.01</b>	

## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33064	1659		<b>BIMBO BAKERIES USA</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$129.05	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70791</b>	Invoice	<b>Invoice No:</b>	35758	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$129.05</b>	
							<b>Check Amount:</b>	<b>\$129.05</b>	
0162	FNB	33065	1157		<b>HESSEL, LUCAS</b>		Check		
				E 01	310 810 000 305 000	LABOR FOR CARPETING AND COVE BASE		\$924.00	
<b>PO#: 67781</b>	<b>Voucher #:</b>	<b>70792</b>	Invoice	<b>Invoice No:</b>	051319	<b>5/13/2019</b>	<b>Paid Amt:</b>	<b>\$924.00</b>	
							<b>Check Amount:</b>	<b>\$924.00</b>	
0162	FNB	33066	61525		<b>PETTY CASH FUND</b>		Check		
				E 04	005 505 321 401 000	General Supplies-Comm Ed		\$75.49	
				R 04	005 586 332 050 132	Fees from Patrons-Youth Enr. S Rec		\$40.00	
				E 01	300 294 000 305 204	Fees For Services-Baseball		\$250.00	
				E 01	300 296 000 305 208	Fees For Services-Softball		\$1,625.00	
				E 01	300 050 000 401 000	General Supplies-HS Office		\$41.72	
				E 01	300 605 320 401 000	General Supplies-AMI		\$17.00	
				R 01	300 294 000 060 207	Boys Track Activity Fee/Entry Fees		\$90.00	
				E 01	300 294 000 305 207	Fees For Services-Track		\$200.00	
				R 01	300 296 000 060 207	Girls Track Activity Fee/Entry Fees		\$90.00	
				E 01	300 296 000 305 207	Fees For Services-Track		\$200.00	
				E 01	300 296 000 305 213	Fees For Services-Volleyball		\$90.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$111.00	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$46.00	
				E 01	100 050 000 299 000	Other Benefits- Elem Office		\$259.96	
				E 01	300 294 000 305 209	Fees For Services-Hockey		\$95.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70806</b>	Invoice	<b>Invoice No:</b>	0514/2019	<b>5/14/2019</b>	<b>Paid Amt:</b>	<b>\$3,231.17</b>	
							<b>Check Amount:</b>	<b>\$3,231.17</b>	
0162	FNB	33067	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$1,145.56	
				E 02	005 770 705 490 000	Food-Breakfast		\$200.93	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70807</b>	Invoice	<b>Invoice No:</b>	4094648	<b>5/14/2019</b>	<b>Paid Amt:</b>	<b>\$1,346.49</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$789.77	
				E 02	005 770 705 490 000	Food-Breakfast		\$218.27	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$49.45	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70808</b>	Invoice	<b>Invoice No:</b>	4094649	<b>5/14/2019</b>	<b>Paid Amt:</b>	<b>\$1,057.49</b>	
				E 02	005 770 701 490 000	Food-Lunches		(\$10.10)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70809</b>	Invoice	<b>Invoice No:</b>	5923693	<b>5/14/2019</b>	<b>Paid Amt:</b>	<b>(\$10.10)</b>	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$71.82	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70810</b>	Invoice	<b>Invoice No:</b>	3971913	<b>5/14/2019</b>	<b>Paid Amt:</b>	<b>\$71.82</b>	
							<b>Check Amount:</b>	<b>\$2,465.70</b>	

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33068	1147		<b>US POSTAL SERVICE(POSTAGE BY PHONE)</b>		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70832</b>	Invoice		<b>Invoice No: 05/15/2019</b>	<b>5/15/2019</b>	<b>Paid Amt:</b>	<b>\$2,000.00</b>	
							<b>Check Amount:</b>	<b>\$2,000.00</b>	
0162	FNB	33069	1504		<b>CHARACTER CHALLENGE COURSE</b>		Check		
				E 01	300 211 000 369 000	Student Travel		\$2,790.00	
				E 01	300 211 000 366 000	Travel-High School		\$180.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70838</b>	Invoice		<b>Invoice No: 05/16/2019</b>	<b>5/16/2019</b>	<b>Paid Amt:</b>	<b>\$2,970.00</b>	
							<b>Check Amount:</b>	<b>\$2,970.00</b>	
0162	FNB	33070	61530		<b>PETTY CASH - TRAVEL</b>		Check		
				E 01	300 640 316 366 000	Travel-Staff Development		\$451.84	
				E 01	005 760 720 366 000	Travel-Reg Transportation		\$39.00	
				E 01	300 296 000 369 208	Team Travel-Softball		\$230.00	
				E 01	300 294 000 369 207	Team Travel-Boys Track		\$280.00	
				E 01	300 296 000 369 207	Team Travel-Girls Track		\$280.00	
				E 01	300 296 000 369 206	Team Travel-Girls Golf		\$175.00	
				E 01	300 291 000 369 141	Team Travel-History Day		\$685.36	
				E 01	100 203 000 369 101	Student Travel		\$416.50	
				E 01	300 294 000 369 204	Team Travel - Baseball		\$125.00	
				E 01	005 110 000 366 000	Travel-Business Office		\$312.45	
				E 01	300 294 000 369 206	Team Travel-Boys Golf		\$60.00	
				E 01	300 050 000 366 000	Travel-HS Office		\$275.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70839</b>	Invoice		<b>Invoice No: 052019</b>	<b>5/20/2019</b>	<b>Paid Amt:</b>	<b>\$3,330.15</b>	
							<b>Check Amount:</b>	<b>\$3,330.15</b>	
0162	FNB	33071	1659		<b>BIMBO BAKERIES USA</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$275.55	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70843</b>	Invoice		<b>Invoice No: 35791</b>	<b>5/21/2019</b>	<b>Paid Amt:</b>	<b>\$275.55</b>	
							<b>Check Amount:</b>	<b>\$275.55</b>	
0162	FNB	33072	1370		<b>DAWN WANN'S</b>		Check		
				E 01	310 810 000 401 000	PLANTS FOR HIGH SCHOOL SIGN		\$190.68	
<b>PO#: 67819</b>	<b>Voucher #:</b>	<b>70842</b>	Invoice		<b>Invoice No: 5184-1</b>	<b>5/21/2019</b>	<b>Paid Amt:</b>	<b>\$190.68</b>	
							<b>Check Amount:</b>	<b>\$190.68</b>	
0162	FNB	33073	23030		<b>DUKEK, SHIRLEY</b>		Check		
				E 01	005 010 000 401 000	CAKE FOR STAFF RECOGNITION LUNCHEC		\$40.00	
				E 01	005 010 000 401 000	DELIVERY FEE		\$5.00	
<b>PO#: 67817</b>	<b>Voucher #:</b>	<b>70844</b>	Invoice		<b>Invoice No: 052119</b>	<b>5/21/2019</b>	<b>Paid Amt:</b>	<b>\$45.00</b>	
							<b>Check Amount:</b>	<b>\$45.00</b>	

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33074	1730		PINE VALLEY TROPHY CASE, LLC		Check		
				E 01	300 211 000 401 000	PLAQUES: STUDENT COUNCIL PRESIDENT		\$36.00	
		<b>PO#: 67820</b>	<b>Voucher #: 70841</b>	Invoice	<b>Invoice No: 715</b>			<b>5/21/2019</b>	
							<b>Paid Amt:</b>	<b>\$36.00</b>	
							<b>Check Amount:</b>	<b>\$36.00</b>	
0162	FNB	33075	65271		PRAIRIE FIRE CHILDREN'S THEATER		Check		
				E 04	005 586 332 305 132	RESIDENCY		\$2,100.00	
				E 04	005 586 332 305 132	SNOW WHITE - JUNE 2-8, 2019		\$0.00	
		<b>PO#: 67786</b>	<b>Voucher #: 70845</b>	Invoice	<b>Invoice No: 052119</b>			<b>5/21/2019</b>	
							<b>Paid Amt:</b>	<b>\$2,100.00</b>	
							<b>Check Amount:</b>	<b>\$2,100.00</b>	
0162	FNB	33076	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$972.37	
				E 02	005 770 705 490 000	Food-Breakfast		\$303.58	
		<b>PO#:</b>	<b>Voucher #: 70840</b>	Invoice	<b>Invoice No: 4163913</b>			<b>5/21/2019</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$735.45	
				E 02	005 770 705 490 000	Food-Breakfast		\$104.47	
		<b>PO#:</b>	<b>Voucher #: 70846</b>	Invoice	<b>Invoice No: 4224146</b>			<b>5/21/2019</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$19.14	
		<b>PO#:</b>	<b>Voucher #: 70847</b>	Invoice	<b>Invoice No: 4224149</b>			<b>5/21/2019</b>	
							<b>Paid Amt:</b>	<b>\$1,275.95</b>	
							<b>Check Amount:</b>	<b>\$2,135.01</b>	
0162	FNB	33077	58426		NORTHWEST MINNESOTA FOUNDATION		Check		
				R 01	005 000 000 099 000	Misc Rev		\$962.00	
		<b>PO#:</b>	<b>Voucher #: 70865</b>	Invoice	<b>Invoice No: 052319</b>			<b>5/23/2019</b>	
							<b>Paid Amt:</b>	<b>\$962.00</b>	
							<b>Check Amount:</b>	<b>\$962.00</b>	
0162	FNB	33078	73661		SYSCO NORTH DAKOTA		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$592.53	
				E 02	005 770 705 490 000	Food-Breakfast		\$134.31	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$5.28	
		<b>PO#:</b>	<b>Voucher #: 70864</b>	Invoice	<b>Invoice No: 195503574</b>			<b>5/23/2019</b>	
							<b>Paid Amt:</b>	<b>\$732.12</b>	
							<b>Check Amount:</b>	<b>\$732.12</b>	
0162	FNB	33079	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$1,946.28	
				E 02	005 770 705 490 000	Food-Breakfast		\$259.49	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$129.91	
		<b>PO#:</b>	<b>Voucher #: 70861</b>	Invoice	<b>Invoice No: 4163911</b>			<b>5/23/2019</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$41.47	
		<b>PO#:</b>	<b>Voucher #: 70862</b>	Invoice	<b>Invoice No: 4163910</b>			<b>5/23/2019</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$353.17	
							<b>Paid Amt:</b>	<b>\$2,335.68</b>	
							<b>Paid Amt:</b>	<b>\$41.47</b>	

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33079	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 705 490 000	Food-Breakfast		\$80.70	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70863</b>	Invoice	<b>Invoice No:</b> 4224147	<b>5/23/2019</b>	<b>Paid Amt:</b>	<b>\$433.87</b>
								<b>Check Amount:</b>	<b>\$2,811.02</b>
0162	FNB	33080	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>70866</b>	Invoice	<b>Invoice No:</b> 385280235	<b>5/28/2019</b>	<b>Paid Amt:</b>	<b>\$953.05</b>
								<b>Check Amount:</b>	<b>\$953.05</b>
0162	FNB	33081	1659		<b>BIMBO BAKERIES USA</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$284.15	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70874</b>	Invoice	<b>Invoice No:</b> 35818	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$284.15</b>
								<b>Check Amount:</b>	<b>\$284.15</b>
0162	FNB	33082	05598		<b>KUBIAK'S FAMILY FOODS</b>		Check		
				E 01	300 291 000 401 122	General Supplies-N.H.S.		\$58.08	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70872</b>	Invoice	<b>Invoice No:</b> 00323386	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$58.08</b>
				E 02	005 770 701 401 000	General Supplies-Lunches		\$9.89	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70873</b>	Invoice	<b>Invoice No:</b> 00024651-125	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$9.89</b>
								<b>Check Amount:</b>	<b>\$67.97</b>
0162	FNB	33083	1376		<b>PITNEY BOWES GLOBAL FINANCIAL SERVICES</b>		Check		
				E 01	005 110 000 370 000	Rentals and Leases		\$459.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70871</b>	Invoice	<b>Invoice No:</b> 3103143562	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$459.00</b>
								<b>Check Amount:</b>	<b>\$459.00</b>
0162	FNB	33084	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$789.22	
				E 02	005 770 705 490 000	Food-Lunches		\$160.32	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$26.81	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70875</b>	Invoice	<b>Invoice No:</b> 4294723	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$976.35</b>
								<b>Check Amount:</b>	<b>\$976.35</b>
0162	FNB	33085	35064		<b>HALVORSON, DARIN L</b>		Check		
				E 01	310 810 000 305 000	HIGH SCHOOL SNOW REMOVAL		\$9,350.00	
		<b>PO#:</b> 67765	<b>Voucher #:</b>	<b>70878</b>	Invoice	<b>Invoice No:</b> 860953	<b>5/29/2019</b>	<b>Paid Amt:</b>	<b>\$9,350.00</b>
								<b>Check Amount:</b>	<b>\$9,350.00</b>
0162	FNB	33086	16215		<b>CITY OF FOSSTON</b>		Check		
				E 01	100 203 000 369 101	Student Travel		\$62.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70985</b>	Invoice	<b>Invoice No:</b> 053019	<b>5/30/2019</b>	<b>Paid Amt:</b>	<b>\$62.00</b>
								<b>Check Amount:</b>	<b>\$62.00</b>

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	33087	28820		<b>FOSSTON THEATRE</b>		Check	
				E 01 100 203 000 369 101	Student Travel	\$484.00		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70986</b>	Invoice	<b>Invoice No:</b> 053019	<b>5/30/2019</b>	<b>Paid Amt: \$484.00</b>
							<b>Check Amount: \$484.00</b>	
0162	FNB	33088	1053		<b>UPS</b>		Check	
				E 01 005 110 000 329 000	Postage/UPS-Business Office	\$14.39		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70984</b>	Invoice	<b>Invoice No:</b> 00000909X0219	<b>5/30/2019</b>	<b>Paid Amt: \$14.39</b>
							<b>Check Amount: \$14.39</b>	
0162	FNB	33089	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check	
				E 02 005 770 701 490 000	Food-Lunches	\$217.78		
				E 02 005 770 705 490 000	Food-Breakfast	\$371.99		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70982</b>	Invoice	<b>Invoice No:</b> 4294722	<b>5/30/2019</b>	<b>Paid Amt: \$589.77</b>
				E 02 005 770 701 490 000	Food-Lunches	\$725.39		
				E 02 005 770 705 490 000	Food-Breakfast	\$12.04		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70983</b>	Invoice	<b>Invoice No:</b> 4347566	<b>5/30/2019</b>	<b>Paid Amt: \$737.43</b>
							<b>Check Amount: \$1,327.20</b>	
0162	FNB	33090	01380		<b>AMERICAN FAMILY LIFE ASSUR CO</b>		Check	
				B 01 215 030	Insurance Payable	\$579.97		
				B 01 215 030	Insurance Payable	\$157.10		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70890</b>	Invoice	<b>Invoice No:</b> M2019110	<b>5/31/2019</b>	<b>Paid Amt: \$737.07</b>
							<b>Check Amount: \$737.07</b>	
0162	FNB	33091	05405		<b>BAGLEY EDUCATION ASSOC</b>		Check	
				B 01 215 040	Dues and ID Theft	\$4,334.08		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70990</b>	Invoice	<b>Invoice No:</b> 05312019	<b>5/31/2019</b>	<b>Paid Amt: \$4,334.08</b>
							<b>Check Amount: \$4,334.08</b>	
0162	FNB	33092	09975		<b>BLUE CROSS BLUE SHIELD OF MN</b>		Check	
				B 01 215 030	Insurance Payable	\$1,808.00		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70991</b>	Invoice	<b>Invoice No:</b> 053119	<b>5/31/2019</b>	<b>Paid Amt: \$1,808.00</b>
							<b>Check Amount: \$1,808.00</b>	
0162	FNB	33093	1366		<b>COMO OIL &amp; PROPANE</b>		Check	
				E 01 005 760 720 440 000	Fuels-Reg Transportation	\$2,667.72		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70987</b>	Invoice	<b>Invoice No:</b> 2254893	<b>5/31/2019</b>	<b>Paid Amt: \$2,667.72</b>
							<b>Check Amount: \$2,667.72</b>	
0162	FNB	33094	67632		<b>FURTHER</b>		Check	
				B 01 215 027	Flex	\$5,496.64		
				B 01 215 027	Flex	\$5,350.00		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>70908</b>	Invoice	<b>Invoice No:</b> M2019110	<b>5/31/2019</b>	<b>Paid Amt: \$10,846.64</b>
							<b>Check Amount: \$10,846.64</b>	

## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33095	46956		<b>MADISON NATIONAL LIFE INS. CO., INC.</b>		Check		
				B 01 215 030	Insurance Payable			\$229.06	
				B 01 215 030	Insurance Payable			(\$19.32)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70904</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$209.74</b>	
							<b>Check Amount:</b>	<b>\$209.74</b>	
0162	FNB	33096	49246		<b>MEDICARE BLUE RX</b>		Check		
				B 01 215 030	Insurance Payable			\$1,470.70	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70992</b>	Invoice	<b>Invoice No:</b>	053119	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$1,470.70</b>	
							<b>Check Amount:</b>	<b>\$1,470.70</b>	
0162	FNB	33097	51127		<b>MSEA</b>		Check		
				B 01 215 033	Msea Dues			\$1,375.03	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70905</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$1,375.03</b>	
							<b>Check Amount:</b>	<b>\$1,375.03</b>	
0162	FNB	33098	55745		<b>NCPERS MINNESOTA</b>		Check		
				B 01 215 031	Life Insur Payable			\$64.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70906</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$64.00</b>	
							<b>Check Amount:</b>	<b>\$64.00</b>	
0162	FNB	33099	62610		<b>PREPAID LEGAL SERVICES</b>		Check		
				B 01 215 040	Dues and ID Theft			\$64.75	
				B 01 215 040	Dues and ID Theft			\$25.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70907</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$90.65</b>	
							<b>Check Amount:</b>	<b>\$90.65</b>	
0162	FNB	33100	1116		<b>THE OMNI GROUP</b>		Check		
				B 01 215 005	Tax Shelter Payable			\$100.00	
				B 01 215 025	403 (b) Match			\$54.13	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70962</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$154.13</b>	
				B 01 215 005	Tax Shelter Payable			\$125.00	
				B 01 215 025	403 (b) Match			\$125.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70963</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
				B 01 215 005	Tax Shelter Payable			\$761.40	
				B 01 215 025	403 (b) Match			\$161.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70964</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$922.80</b>	
				B 01 215 025	403 (b) Match			\$54.13	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70965</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$54.13</b>	
				B 01 215 005	Tax Shelter Payable			\$750.00	
				B 01 215 025	403 (b) Match			\$125.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70966</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$875.00</b>	
				B 01 215 005	Tax Shelter Payable			\$792.26	

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	33100	1116		THE OMNI GROUP		Check
				B 01 215 025	403 (b) Match		\$478.89
PO#:	Voucher #:	70967	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$1,271.15
				B 01 215 005	Tax Shelter Payable		\$1,000.00
PO#:	Voucher #:	70968	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$1,000.00
				B 01 215 005	Tax Shelter Payable		\$30.00
PO#:	Voucher #:	70969	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$30.00
				B 01 215 005	Tax Shelter Payable		\$566.52
				B 01 215 025	403 (b) Match		\$359.78
PO#:	Voucher #:	70970	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$926.30
				B 01 215 005	Tax Shelter Payable		\$125.00
				B 01 215 025	403 (b) Match		\$33.26
PO#:	Voucher #:	70971	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$158.26
				B 01 215 005	Tax Shelter Payable		\$54.13
				B 01 215 025	403 (b) Match		\$83.37
PO#:	Voucher #:	70972	Invoice	Invoice No:	M2019113	5/31/2019	Paid Amt: \$137.50
				B 01 215 005	Tax Shelter Payable		\$100.00
				B 01 215 025	403 (b) Match		\$54.17
PO#:	Voucher #:	70892	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$154.17
				B 01 215 005	Tax Shelter Payable		\$347.24
				B 01 215 025	403 (b) Match		\$291.64
PO#:	Voucher #:	70893	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$638.88
				B 01 215 005	Tax Shelter Payable		\$877.86
				B 01 215 025	403 (b) Match		\$259.84
PO#:	Voucher #:	70894	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$1,137.70
				B 01 215 025	403 (b) Match		\$54.17
PO#:	Voucher #:	70895	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$54.17
				B 01 215 005	Tax Shelter Payable		\$750.00
				B 01 215 025	403 (b) Match		\$125.00
PO#:	Voucher #:	70896	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$875.00
				B 01 215 005	Tax Shelter Payable		\$1,603.46
				B 01 215 025	403 (b) Match		\$590.13
PO#:	Voucher #:	70897	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$2,193.59
				B 01 215 005	Tax Shelter Payable		\$1,300.00
				B 01 215 025	403 (b) Match		\$145.83
PO#:	Voucher #:	70898	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$1,445.83
				B 01 215 005	Tax Shelter Payable		\$30.00
PO#:	Voucher #:	70899	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$30.00
				B 01 215 005	Tax Shelter Payable		\$1,066.68

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**Bagley Public Schools #162**  
**May Handpayable Payments**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	33100	1116		THE OMNI GROUP		Check
				B 01 215 025	403 (b) Match		\$860.02
PO#:	Voucher #:	70900	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$1,926.70
				B 01 215 005	Tax Shelter Payable		\$125.00
				B 01 215 025	403 (b) Match		\$33.34
PO#:	Voucher #:	70901	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$158.34
				B 01 215 005	Tax Shelter Payable		\$2,612.56
				B 01 215 025	403 (b) Match		\$1,416.83
PO#:	Voucher #:	70902	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$4,029.39
				B 01 215 005	Tax Shelter Payable		\$312.49
				B 01 215 025	403 (b) Match		\$312.49
PO#:	Voucher #:	70903	Invoice	Invoice No:	M2019110	5/31/2019	Paid Amt: \$624.98
				B 01 215 005	Tax Shelter Payable		\$100.00
				B 01 215 025	403 (b) Match		\$54.17
PO#:	Voucher #:	70918	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$154.17
				B 01 215 005	Tax Shelter Payable		\$125.00
				B 01 215 025	403 (b) Match		\$125.00
PO#:	Voucher #:	70919	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$250.00
				B 01 215 005	Tax Shelter Payable		\$761.36
				B 01 215 025	403 (b) Match		\$161.36
PO#:	Voucher #:	70920	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$922.72
				B 01 215 025	403 (b) Match		\$54.17
PO#:	Voucher #:	70921	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$54.17
				B 01 215 005	Tax Shelter Payable		\$750.00
				B 01 215 025	403 (b) Match		\$125.00
PO#:	Voucher #:	70922	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$875.00
				B 01 215 005	Tax Shelter Payable		\$792.34
				B 01 215 025	403 (b) Match		\$479.01
PO#:	Voucher #:	70923	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$1,271.35
				B 01 215 005	Tax Shelter Payable		\$1,000.00
PO#:	Voucher #:	70924	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$1,000.00
				B 01 215 005	Tax Shelter Payable		\$30.00
PO#:	Voucher #:	70925	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$30.00
				B 01 215 005	Tax Shelter Payable		\$566.68
				B 01 215 025	403 (b) Match		\$360.02
PO#:	Voucher #:	70926	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$926.70
				B 01 215 005	Tax Shelter Payable		\$125.00
				B 01 215 025	403 (b) Match		\$33.34
PO#:	Voucher #:	70927	Invoice	Invoice No:	M2019111	5/31/2019	Paid Amt: \$158.34

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33100	1116		<b>THE OMNI GROUP</b>		<b>Check</b>		
				B 01 215 005	Tax Shelter Payable			\$54.17	
				B 01 215 025	403 (b) Match			\$83.33	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70928</b>	Invoice	<b>Invoice No:</b>	M2019111	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$137.50</b>	
				B 01 215 005	Tax Shelter Payable			\$100.00	
				B 01 215 025	403 (b) Match			\$54.17	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70940</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$154.17</b>	
				B 01 215 005	Tax Shelter Payable			\$125.00	
				B 01 215 025	403 (b) Match			\$125.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70941</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
				B 01 215 005	Tax Shelter Payable			\$761.36	
				B 01 215 025	403 (b) Match			\$161.36	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70942</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$922.72</b>	
				B 01 215 025	403 (b) Match			\$54.17	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70943</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$54.17</b>	
				B 01 215 005	Tax Shelter Payable			\$750.00	
				B 01 215 025	403 (b) Match			\$125.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70944</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$875.00</b>	
				B 01 215 005	Tax Shelter Payable			\$792.34	
				B 01 215 025	403 (b) Match			\$479.01	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70945</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$1,271.35</b>	
				B 01 215 005	Tax Shelter Payable			\$1,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70946</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$1,000.00</b>	
				B 01 215 005	Tax Shelter Payable			\$30.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70947</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$30.00</b>	
				B 01 215 005	Tax Shelter Payable			\$566.68	
				B 01 215 025	403 (b) Match			\$360.02	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70948</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$926.70</b>	
				B 01 215 005	Tax Shelter Payable			\$125.00	
				B 01 215 025	403 (b) Match			\$33.34	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70949</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$158.34</b>	
				B 01 215 005	Tax Shelter Payable			\$54.17	
				B 01 215 025	403 (b) Match			\$83.33	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70950</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$137.50</b>	
								<b>Check Amount:</b>	<b>\$30,607.92</b>
0162	FNB	33101	80288		<b>WELLS FARGO BANK OF MN</b>		<b>Check</b>		
				B 01 215 030	Insurance Payable			\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70909</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	

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## Bagley Public Schools #162 May Handpayable Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33101	80288		<b>WELLS FARGO BANK OF MN</b>		Check		
				B 01 215 030	Insurance Payable			\$50.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70954</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
				B 01 215 030	Insurance Payable			\$50.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70932</b>	Invoice	<b>Invoice No:</b>	M2019111	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
				B 01 215 030	Insurance Payable			\$50.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70976</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
								<b>Check Amount:</b>	<b>\$250.00</b>
0162	FNB	33102	1659		<b>BIMBO BAKERIES USA</b>		Check		
				E 02 005 770 701 490 000	Food-Lunches			\$133.65	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70994</b>	Invoice	<b>Invoice No:</b>	35853	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$133.65</b>	
								<b>Check Amount:</b>	<b>\$133.65</b>
0162	FNB	33103	61525		<b>PETTY CASH FUND</b>		Check		
31				E 01 300 294 000 305 204	Fees For Services-Baseball			\$485.00	
				E 01 005 105 000 305 150	Fees For Services- Early Child Init			\$850.00	
				E 01 300 230 000 430 000	Instructional Supply-Foreign Language			\$58.21	
				E 01 300 260 000 430 000	Instructional Supply-Science			\$78.39	
				E 01 300 605 510 401 000	General Supplies-Title VII - HS			\$10.47	
				E 01 005 760 720 305 000	Fees For Services-Reg Transportation			\$111.00	
				E 01 300 296 000 820 214	Dues,Memberships,Lic, Fees-Dance			\$79.75	
				E 01 100 203 000 401 101	General Supplies-Elem Auxilary Accounts			\$26.86	
				R 02 005 000 701 601 000	Sales-Lunches			\$83.25	
				E 01 300 292 000 401 295	General Supplies-Athletic Support			\$563.40	
				E 02 005 770 701 820 000	Dues and Membership-Food Service			\$35.00	
				R 04 005 586 332 050 132	Fees from Patrons-Youth Enr. S Rec			\$60.00	
				E 01 005 110 000 305 000	Fees For Services-Business Office			\$15.00	
				E 01 300 294 000 369 206	Team Travel-Boys Golf			\$60.00	
				E 01 300 296 000 369 206	Team Travel-Girls Golf			\$75.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70993</b>	Invoice	<b>Invoice No:</b>	053119	<b>5/31/2019</b>	<b>Paid Amt:</b>	<b>\$2,591.33</b>	
								<b>Check Amount:</b>	<b>\$2,591.33</b>
								<b>Report Total:</b>	<b>\$239,388.04</b>

**Bagley Public Schools #162**  
**May Handpayable Payments**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$214,472.00
02	Food Service	\$22,077.21
04	Community Services	\$2,838.83
<b>Report Total</b>		<b>\$239,388.04</b>

**Bagley Public Schools  
Treasurer's Report  
Period Ended May 31, 2019**

<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>3,600,313.72</u>	<u>92,241.83</u>	<u>354,214.11</u>	<u>299,454.56</u>	<u>175,109.09</u>	6,863.46	<b>4,528,196.77</b>
<b>OPERATING ANALYSIS</b>							
<b>Revenues</b>							
Current Month Receipts	1,881,633.36	54,939.18	71,236.36	0.00	103,854.73	500.00	2,112,163.63
Previous Months	9,447,371.75	404,477.50	172,901.54	0.00	308,433.48	0.00	10,333,184.27
<b>Total YTD Revenues</b>	<b>11,329,005.11</b>	<b>459,416.68</b>	<b>244,137.90</b>	<b>0.00</b>	<b>412,288.21</b>	<b>500.00</b>	<b>12,445,347.90</b>
Current Month Expenditures	2,392,967.00	52,844.61	28,348.97	0.00	0.00	0.00	2,474,160.58
Previous Months	10,399,940.65	452,452.84	166,649.11	0.00	444,215.00	1,500.00	11,464,757.60
<b>Total YTD Expenditures</b>	<b>12,792,907.65</b>	<b>505,297.45</b>	<b>194,998.08</b>	<b>0.00</b>	<b>444,215.00</b>	<b>1,500.00</b>	<b>13,938,918.18</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(1,463,902.54)</b>	<b>(45,880.77)</b>	<b>49,139.82</b>	<b>0.00</b>	<b>(31,926.79)</b>	<b>(1,000.00)</b>	<b>(1,493,570.28)</b>
<b>BUDGET ANALYSIS</b>							
<b>Revenues</b>							
YTD Revenues	11,329,005.11	459,416.68	244,137.90	0.00	412,288.21	500.00	12,445,347.90
Budget	13,144,891.00	583,650.00	264,205.00	0.00	403,689.00	1,009.00	14,397,444.00
Over (Under) Budget	(1,815,885.89)	(124,233.32)	(20,067.10)	0.00	8,599.21	(509.00)	(1,952,096.10)
<b>% Budget Received</b>	<b>86.19%</b>	<b>78.71%</b>	<b>92.40%</b>	<b>0.00%</b>	<b>102.13%</b>	<b>49.55%</b>	<b>86.44%</b>
<b>Expenditures</b>							
YTD Expenditures	12,792,907.65	505,297.45	194,998.08	0.00	444,215.00	1,500.00	13,938,918.18
Budget	13,627,724.00	600,614.00	234,909.00	0.00	444,215.00	1,100.00	14,908,562.00
Over (Under) Budget	(834,816.35)	(95,316.55)	(39,910.92)	0.00	0.00	400.00	(969,643.82)
<b>% Budget Expended (Over)</b>	<b>93.87%</b>	<b>84.13%</b>	<b>83.01%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>136.36%</b>	<b>93.50%</b>

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED MAY 31, 2019					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2018					
	2019			2018	
	Budgeted Amounts		Actual	Over (Under)	
	Original	Final		Final Budget	Actual
<b>REVENUES</b>					
Local Property Taxes	1,340,373	1,340,373	1,300,391.53	(39,981.47)	1,212,779
Other Local and County Revenues	227,300	268,283	233,044.06	(35,238.94)	297,425
Revenues from State Sources	10,651,011	10,747,232	9,165,012.52	(1,582,219.48)	10,563,316
Revenues from Federal Sources	607,300	779,003	610,611.68	(168,391.32)	739,950
Investment Earnings	10,000	10,000	19,945.32	9,945.32	10,203
<b>TOTAL REVENUES</b>	<b>12,835,984</b>	<b>13,144,891</b>	<b>11,329,005.11</b>	<b>(1,815,886)</b>	<b>12,823,672</b>
<b>EXPENDITURES</b>					
<b>District and School Administration</b>					
Wages	613,570	613,324	551,839.23	(61,484.77)	584,811
Benefits	165,198	175,643	148,427.83	(27,215.17)	154,231
Supplies/Services	51,775	62,721	51,925.93	(10,795.07)	64,050
<b>District Support Services</b>					
Wages	122,940	126,155	113,088.18	(13,066.82)	123,748
Benefits	28,000	27,032	23,624.42	(3,407.58)	26,726
Supplies/Services	165,095	162,880	148,628.59	(14,251.41)	172,195
<b>Regular Instruction</b>					
Wages	3,740,657	3,797,184	3,738,067.66	(59,116.34)	3,636,451
Benefits	1,074,221	1,120,626	1,070,765.27	(49,860.73)	979,404
Supplies/Services	761,807	706,528	547,284.51	(159,243.49)	691,619
<b>Vocational Instruction</b>					
Wages	52,600	53,246	53,245.44	(0.56)	51,558
Benefits	8,385	9,805	9,783.35	(21.65)	8,136
Supplies/Services	4,900	4,900	2,586.65	(2,313.35)	2,435
<b>Special Education</b>					
Wages	1,030,905	1,057,167	1,012,664.09	(44,502.91)	1,036,492
Benefits	247,169	271,312	248,874.53	(22,437.47)	222,609
Supplies/Services	979,519	964,149	796,805.09	(167,343.91)	959,223
<b>Instructional Support Services</b>					
Wages	291,778	356,724	274,048.91	(82,675.09)	349,104
Benefits	55,482	77,842	65,368.02	(12,473.98)	90,188
Supplies/Services	179,320	261,363	166,432.23	(94,930.77)	247,250
<b>Pupil Support Services</b>					
Wages	538,090	551,232	544,595.29	(6,636.71)	509,825
Benefits	103,495	105,226	95,591.77	(9,634.23)	84,438
Supplies/Services	448,995	478,397	469,442.28	(8,954.72)	307,755
<b>Site, Buildings &amp; Equipment</b>					
Wages	566,793	536,968	461,442.69	(75,525.31)	562,079
Benefits	117,360	115,537	91,987.02	(23,549.98)	117,640
Supplies/Services	1,965,095	1,960,241	2,074,867.31	114,626.31	1,722,900
<b>Fiscal &amp; Other Fixed Costs</b>					
	31,522	31,522	31,521.36	(0.64)	34,638
<b>TOTAL EXPENDITURES</b>	<b>13,344,671</b>	<b>13,627,724</b>	<b>12,792,907.65</b>	<b>(834,816)</b>	<b>12,739,505</b>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(508,687)	(482,833)	(1,463,903)	(981,070)	84,167

## Bagley Public Schools #162 May Wire Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire
				B 01 215 035	Garnishments		\$1,149.60
PO#:	Voucher #:	70683	Invoice	Invoice No:	M2019100	5/21/2019	Paid Amt: \$1,149.60
							Check Amount: \$1,149.60
0162	FNB	1016			MN DEPT OF REVENUE		Wire
				B 01 215 013	State W/H Payable		\$24,075.37
PO#:	Voucher #:	70682	Invoice	Invoice No:	M2019100	5/21/2019	Paid Amt: \$24,075.37
				B 01 215 013	State W/H Payable		\$2,051.98
PO#:	Voucher #:	70687	Invoice	Invoice No:	M201910S0	5/21/2019	Paid Amt: \$2,051.98
							Check Amount: \$26,127.35
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire
				B 01 215 030	Insurance Payable		\$70,662.10
PO#:	Voucher #:	70661	Invoice	Invoice No:	M2019100	5/21/2019	Paid Amt: \$70,662.10
				B 01 215 030	Insurance Payable		(\$2,767.10)
PO#:	Voucher #:	70848	Invoice	Invoice No:	052119	5/21/2019	Paid Amt: (\$2,767.10)
							Check Amount: \$67,895.00
0162	FNB	1015			IRS		Wire
				B 01 215 010	FICA Payable		\$93,516.62
				B 01 215 011	Fed W/H Payable		\$47,181.93
PO#:	Voucher #:	70681	Invoice	Invoice No:	M2019100	5/21/2019	Paid Amt: \$140,698.55
				B 01 215 010	FICA Payable		\$9,820.28
				B 01 215 011	Fed W/H Payable		\$3,786.34
PO#:	Voucher #:	70686	Invoice	Invoice No:	M201910S0	5/21/2019	Paid Amt: \$13,606.62
				B 01 215 010	FICA Payable		\$26.90
PO#:	Voucher #:	70700	Invoice	Invoice No:	Z2019100	5/21/2019	Paid Amt: \$26.90
							Check Amount: \$154,332.07
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire
				B 01 215 017	PERA Payable		\$31,290.26
PO#:	Voucher #:	70684	Invoice	Invoice No:	M2019100	5/24/2019	Paid Amt: \$31,290.26
				B 01 215 017	PERA Payable		\$2,149.40
PO#:	Voucher #:	70688	Invoice	Invoice No:	M201910S0	5/24/2019	Paid Amt: \$2,149.40
				B 01 215 017	PERA Payable		\$24.62
PO#:	Voucher #:	70701	Invoice	Invoice No:	Z2019100	5/24/2019	Paid Amt: \$24.62
							Check Amount: \$33,464.28
0162	FNB	1014			TRA		Wire
				B 01 215 018	TRA Payable		\$59,229.55
PO#:	Voucher #:	70680	Invoice	Invoice No:	M2019100	5/24/2019	Paid Amt: \$59,229.55

### Bagley Public Schools #162

### May Wire Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	1014			TRA		Wire		
				B 01 215 018	TRA Payable			\$6,566.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70685</b>	Invoice	<b>Invoice No:</b>	M201910S0	<b>5/24/2019</b>	<b>Paid Amt:</b>	<b>\$6,566.20</b>	
							<b>Check Amount:</b>	<b>\$65,795.75</b>	
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01 215 013	State W/H Payable			\$24,427.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70912</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$24,427.10</b>	
				B 01 215 013	State W/H Payable			\$11,890.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70935</b>	Invoice	<b>Invoice No:</b>	M2019111	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$11,890.97</b>	
				B 01 215 013	State W/H Payable			\$11,827.43	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70957</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$11,827.43</b>	
				B 01 215 013	State W/H Payable			\$11,762.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70979</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$11,762.50</b>	
				B 01 215 013	State W/H Payable			\$55.16	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70998</b>	Invoice	<b>Invoice No:</b>	Z2019110	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$55.16</b>	
							<b>Check Amount:</b>	<b>\$59,963.16</b>	
0162	FNB	1015			IRS		Wire		
				B 01 215 010	FICA Payable			\$94,816.18	
				B 01 215 011	Fed W/H Payable			\$47,850.47	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70911</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$142,666.65</b>	
				B 01 215 010	FICA Payable			\$43,000.92	
				B 01 215 011	Fed W/H Payable			\$23,357.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70934</b>	Invoice	<b>Invoice No:</b>	M2019111	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$66,358.56</b>	
				B 01 215 010	FICA Payable			\$42,847.00	
				B 01 215 011	Fed W/H Payable			\$23,217.65	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70956</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$66,064.65</b>	
				B 01 215 010	FICA Payable			\$42,465.68	
				B 01 215 011	Fed W/H Payable			\$23,118.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70978</b>	Invoice	<b>Invoice No:</b>	M2019113	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$65,584.49</b>	
				B 01 215 010	FICA Payable			\$1,113.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70997</b>	Invoice	<b>Invoice No:</b>	Z2019110	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$1,113.78</b>	
							<b>Check Amount:</b>	<b>\$341,788.13</b>	
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01 215 035	Garnishments			\$1,149.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70913</b>	Invoice	<b>Invoice No:</b>	M2019110	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$1,149.60</b>	
				B 01 215 035	Garnishments			\$1,092.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70936</b>	Invoice	<b>Invoice No:</b>	M2019111	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$1,092.00</b>	
				B 01 215 035	Garnishments			\$1,092.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>70958</b>	Invoice	<b>Invoice No:</b>	M2019112	<b>6/7/2019</b>	<b>Paid Amt:</b>	<b>\$1,092.00</b>	

## Bagley Public Schools #162 May Wire Payments

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01 215 035	Garnishments			\$1,092.00	
	PO#:	Voucher #:	70980	Invoice	Invoice No: M2019113	6/7/2019	Paid Amt:	\$1,092.00	
							Check Amount:	\$4,425.60	
0162	FNB	52569			MINNESOTA REVENUE		Wire		
				B 01 215 035	Garnishments			\$165.60	
	PO#:	Voucher #:	70914	Invoice	Invoice No: M2019110	6/7/2019	Paid Amt:	\$165.60	
							Check Amount:	\$165.60	
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire		
				B 01 215 030	Insurance Payable			\$73,990.97	
				B 01 215 030	Insurance Payable			(\$1,047.47)	
	PO#:	Voucher #:	70891	Invoice	Invoice No: M2019110	6/7/2019	Paid Amt:	\$72,943.50	
							Check Amount:	\$72,943.50	
							Report Total:	\$828,050.04	

**Bagley Public Schools #162**  
**May Wire Payments**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$828,050.04
<b>Report Total</b>	<b>\$828,050.04</b>

Elementary Auxiliary Account  
May 31, 2019

	5/1/19	Receipts	Disbursements	5/31/19
Student Activities	\$508.94	63.62	\$1.00	\$571.56
Title VII	\$24.92			\$24.92
<b>Total</b>	<b>\$533.86</b>	<b>\$63.62</b>	<b>\$1.00</b>	<b>\$596.48</b>


BAGLEY ELEM SCHOOL  
 AUXILARY ACCOUNT  
 FY 19

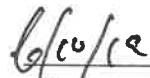
	7/1/18	Receipts	Disbursements	6/30/19
Student Activities	\$260.05	\$487.93	\$176.42	\$571.56
Title VII	\$24.92	\$0.00	\$0.00	\$24.92
<b>Total</b>	<b>\$284.97</b>	<b>\$487.93</b>	<b>\$176.42</b>	<b>\$596.48</b>

# Bagley High School Auxiliary Master Account-2017-2018 School Year

May 1-31, 2019				
Auxiliary Accounts:	Beg. Balance	Receipts	Disbursements	End Balance
Class of 2019	\$724.01		\$271.99	\$452.02
Class of 2020	\$246.58			\$246.58
Class of 2021	\$207.71			\$207.71
Class of 2022	\$245.19			\$245.19
Class of 2023	\$80.99		\$45.00	\$35.99
Class of 2024	\$165.49			\$165.49
Band/Choir	\$13,572.70	\$2,075.00	\$9,670.54	\$5,977.16
Cultural Club	\$0.49			\$0.49
Media Club	\$3,167.03			\$3,167.03
Prom	\$2,785.76	\$2,416.00	\$2,653.92	\$2,547.84
Robotics	\$3,071.42		\$1,243.97	\$1,827.45
Student Council	\$13,197.11	\$10.57		\$13,207.68
Flyer Pride	\$954.53		\$41.41	\$913.12
Life Skills	\$288.24		\$79.69	\$208.55
Math League	\$362.35	\$270.00	\$594.00	\$38.35
<b>TOTALS</b>	<b>\$39,069.60</b>	<b>\$4,771.57</b>	<b>\$14,600.52</b>	<b>\$29,240.65</b>

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 \_\_\_\_\_  
 Tony Kerr  
 High School Principal

  
 \_\_\_\_\_  
 Date

June 17, 2019 Board Meeting  
Elementary Principal Report  
Kristi Moritz

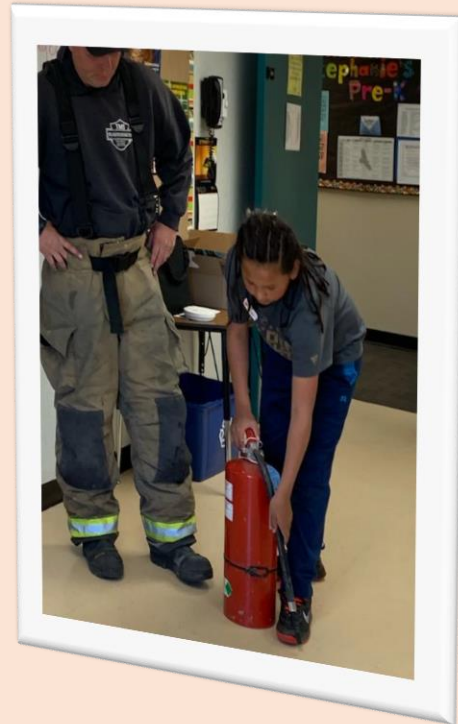
➤ Prairie Fire Theater



➤ Summer Rec



➤ Baby Sitting Clinic



Items on the Horizon

- Staff Handbook
- Read Well by 3<sup>rd</sup> grade plan
- Class Placements and supply lists will be mailed at the end of July

**709 STUDENT TRANSPORTATION SAFETY POLICY**  
Board Revised: ~~November 19, 2018~~ July 2019

**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 the~~ **loss** of bus **riding** 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.
- k. Students cannot break the Technology Acceptable Use Policy.

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~~ loss of bus riding 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~~ concerning loss of bus riding privileges.

3<sup>rd</sup> offense – One school-day ~~suspension from riding the bus~~ loss of bus riding privileges. 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~~ loss of bus riding privileges, 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~~ loss of bus riding privileges. 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~~ loss of bus riding privileges. 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~~ **loss of bus riding privileges**. 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~~ **loss of bus riding privileges** is being imposed.

6<sup>th</sup> offense – ~~Off the bus~~ **Loss of bus riding privileges** for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the **suspension discipline**. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the **suspension loss of bus riding privileges** by a building administrator. ~~if a bus suspension is being imposed.~~

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

**Other Discipline: Based on the severity of a student’s conduct, or habitual student misconduct, 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.**

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 by collaborating with administrator.

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

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

5<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, 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, 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 maximum of two (2) locations. Locations may include; 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.

The Superintendent and the Head of Transportation may designate specific locations as special bus route stops. These stops may be considered as a third option for parents and currently include all school district buildings and sports complexes as well as the Rice Lake Community Center.

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.

- 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. Busses 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.)

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.

**ELEMENTARY SCHOOL  
STUDY/FIELD TRIP REQUEST FORM**

Top portion needs to be approved 2 weeks or more prior to field trip

Group/Grade Level requesting trip: \_\_\_\_\_ Staff in charge: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Phone number at site: \_\_\_\_\_ Staff Emergency Number: \_\_\_\_\_

Time leaving school: \_\_\_\_\_ Time returning to school: \_\_\_\_\_

Date(s) of Spec Ed Case Manager Received Information \_\_\_\_\_

Name of Case Manager Spec Ed Contacts \_\_\_\_\_

What standard(s) will be covered by this study trip: \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE:**

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
OK TO PROCEED

\_\_\_\_\_  
DATE

\*\*\*\*\*

Number of students: \_\_\_\_\_ Cost per student: \_\_\_\_\_ = Total \$ \_\_\_\_\_

Number of adults: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ = Total \$ \_\_\_\_\_

Amount collected from each child \$ \_\_\_\_\_ Scholarships needed: \$ \_\_\_\_\_

**Circle one:** In district trip      Out of district trip      Total round trip in miles \_\_\_\_\_

Miles x ~~\$2.00~~ **2.50** per mile = \$ \_\_\_\_\_      **MAX \$15.20** per student = \$ \_\_\_\_\_

Checklist:

\_\_\_\_ Itinerary turn into office (if all day or overnight trip) on (date): \_\_\_\_\_

\_\_\_\_ List of students and parents attending trip turned into office on (date): \_\_\_\_\_

\_\_\_\_ Buses were ordered on (date): \_\_\_\_\_ (please attach copy of faxed form)

\_\_\_\_ Printout with parent emergency numbers for bus driver is ready (need info. for every student)

\_\_\_\_ Lunch staff (Terri Christianson/Nichole Hinrichs) was told/emailed on (date): \_\_\_\_\_

\_\_\_\_ Approximate number of lunches needed: \_\_\_\_\_

\_\_\_\_ **Final consideration of all Spec Ed and 504 situations:** \_\_\_\_\_

Additional Staff attending trip: \_\_\_\_\_

\_\_\_\_\_

\*\* PLEASE NOTE; IF PARENT/GUARDIAN/ADULT RELATIVE WANTING TO ATTEND THIS TRIP (3 hours or more, or overnight) DOES NOT HAVE A CRIMINAL HISTORY CHECK FORM FILED IN THE OFFICE, A COMPLETED CRIMINAL HISTORY FORM NEEDS TO BE RECEIVED IN THE OFFICE MORE THAN ONE WEEK IN ADVANCE OF THE TRIP.

**List of All Students and Parent/Guardian/Adult Relative Participating in this Study Trip:  
(List out individually or attach a list)**

# 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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**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 Mahnomon 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~~

Greetings! I am excited to begin a new year here at Bagley Elementary School. I hope everyone had a restful summer break. I am looking forward to the upcoming year. We have a lot of exciting educational experiences planned this upcoming year.

Here at Bagley we pursue educational excellence for all. We provide a learning environment which inspires and prepares each student to achieve his/her dreams, contribute to community, and engage in lifelong learning.

Sincerely,  
Kristi Moritz  
Bagley Elementary Principal

**INDEPENDENT SCHOOL DISTRICT 162 – BAGLEY**

District Office/Superintendent – <del>Steve Cairns</del> Erich Heise	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

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

<del>August 28</del>	<del>K-5 Staff Development</del>
<del>August 29</del>	<del>K-12 Staff Development</del>
<del>August 30</del>	<del>K-12 Staff Development</del>
<del>August 30</del>	<del>Open House 5:00-7:30 Meal from 5:30-6:30</del>
<del>September 3</del>	<del>Labor Day <i>No School</i></del>
<del>September 4</del>	<del>Students First Day</del>
<del>October 1</del>	<del>Grades 6-12 Conferences 4:00-7:30</del>
<del>October 18-19</del>	<del>Fall Break <i>No School</i></del>
<del>November 2</del>	<del>End of Quarter 1</del>
<del>November 9</del>	<del>Conference Exchange Day <i>No School</i></del>
<del>November 15</del>	<del>Grades K-5 Conferences 3:30-7:30</del>
<del>November 16</del>	<del>Grades K-5 Conferences 8:00-3:30 <i>No School</i></del>
<del>November 16</del>	<del>Grades 6-12 Staff Development <i>No School</i></del>
<del>November 22-23</del>	<del>Thanksgiving Break <i>No School</i></del>
<del>December 6</del>	<del>Grades 6-12 Conferences 4:00-7:30</del>
<del>Dec. 21-31</del>	<del>Christmas Break <i>No School</i></del>
<del>January 1</del>	<del>New Year's Day <i>No School</i></del>
<del>January 2</del>	<del>Classes Resume</del>
<del>January 18</del>	<del>End of Quarter 2</del>
<del>January 21</del>	<del>MLK Day K-12 Staff Development <i>No School</i></del>
<del>February 15</del>	<del>Conference Exchange Day <i>No School</i></del>
<del>February 18</del>	<del>President's Day <i>No School</i></del>
<del>February 21</del>	<del>Grades 6-12 Conferences 4:00-7:30</del>
<del>March 22</del>	<del>End of Quarter 3</del>
<del>April 4</del>	<del>Grades K-5 Conferences 3:30-7:30</del>
<del>April 5</del>	<del>Grades K-5 Conferences 8:00-3:30 <i>No School</i></del>
<del>April 5</del>	<del>Grades 6-12 Staff Development <i>No School</i></del>
<del>April 19</del>	<del>Spring Break <i>No School</i></del>
<del>April 22</del>	<del>Possible Emergency Day</del>
<del>April 25</del>	<del>Grades 6-12 Conferences 4:00-7:30</del>
<del>May 17</del>	<del>Possible Emergency Day</del>
<del>May 24</del>	<del>Possible Emergency Day</del>
<del>May 27</del>	<del>Memorial Day <i>No School</i></del>
<del>May 30</del>	<del>End of Quarter 4</del>
<del>May 30</del>	<del>Students Last Day</del>
<del>May 31</del>	<del>K-12 Staff Development</del>
<del>May 31</del>	<del>Graduation</del>

~~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~~

**We will insert the school calendar**

**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 189th 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  
Bagley, MN 56621

~~Don Nordlund  
30635 243 Ave. N  
Shevlin, MN 56676~~

**“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!

Staff List here when finalized

**Bagley Elementary School Supply List 2019-2020**

**\* Headphones for K-6 (Quality). In a Baggie Labeled with Student name, First and Last, Grade, Teacher. NOT wireless. Over the ear preferred. \***

<p><b><u>Kindergarten:</u></b>  <b><u>ALL:</u></b> Please note which items need to be <u>labeled</u> with your child's name          1 backpack (without wheels) - labeled          2 plastic folders - labeled          4 black dry erase markers- (not Melander)          4 boxes of 24 count Crayons (not Melander)          2 boxes of Kleenex          1 pkg. of 24 sharpened colored pencils (not Melander) - labeled          1 box of 12 pencils (not Melander or Brovoid)          18 glue sticks (not Melander)          1 pkg. of Crayola markers (fat or thin) (not Melander) - labeled          1 hand held pencil sharpener (not Melander or Muller) - labeled          1 single subject notebook (not Melander)          \$5.00 Party Money          \$10.00 Christmas Present Money          In addition each class will need to bring the following..  <b><u>Mrs. Brovoid-</u></b>          1 1-inch 3 ring binder - labeled          1 3-ringed mesh zippered pencil pouch - labeled          1 box of Ziploc Sandwich or Snack size baggies  <b><u>Mrs. Muller-</u></b>          1 child-size scissors          1 bottle Elmer's glue          1 box of Ziplock Sandwich size baggies          1 package baby wipes  <b><u>Ms. Melander</u></b>          1 package baby wipes  <b><u>Mr. Floyd-</u></b>          1 bottle Elmer's glue          1 child-size scissors   <b><u>Grade 2:</u></b>  <b><u>Please label with child's name</u></b>          1 backpack (no wheels)          1 - 12" ruler          1 box Crayons          1 - 1 3-ring binder          4 spiral bound notebooks          2 folders          1 dry eraser          pencil box or pouch          1 scissors          1 box markers</p>	<p><b><u>Grade 1:</u></b>          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 (recommended yellow only TICONDEROGA brand)          24 Elmer's glue sticks          1 regular snap lid pencil box          1 mesh pencil pouch with 3 holes to fit in 3-ring binder)          1 small pencil sharpener with cover          1 large flat eraser          1 bottle Elmer's glue          2 pkgs 3"x5" index cards          4 dry erase markers-black only          1 green spiral bound, wide-ruled notebook          1 sock or white board eraser          1 plastic/heavy duty 2 pocket folder (yellow)          2 boxes of Kleenex          1 highlighter          \$1.00 for agenda          \$5.00 for Holiday Party Money          In addition..  <b><u>Carlson's Class Only</u></b>          1 pkg. Sandwich Ziploc bags          1 composition notebook  <b><u>Hutchen's Class Only</u></b>          1 pkg. Gallon sized Ziploc bags          1 Blue Spiral-Bound, Wide-Ruled Notebook          1 Yellow Spiral-Bound, Wide-Ruled Notebook  <b><u>Klinkhammer's Class Only</u></b>          1 pkg. (at least 20 count) 16-18 ounce plastic cups          1 Black Spiral-Bound, Wide-Ruled Notebook          1 Yellow Spiral-Bound, Wide-Ruled Notebook          1 Red Spiral-Bound, Wide-Ruled Notebook   <b><u>(Gr. 2 continued from other side)</u></b>  <b><u>(Grade 2)</u></b>          1 pkg. of 4 dry erase markers          6 glue sticks          24 sharpened Ticonderoga pencils          1 box of pencil top erasers</p>
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1 box colored pencils  
1 pair of tennis shoes for gym  
\$1.00 for Agenda  
\$5.00 for Classroom parties

**Please do NOT label these items:**

1 box Kleenex

**Grade 3:**

1 backpack (no wheels)  
4 dozen pencils  
2 single-subject wide-ruled notebooks  
4 solid-color pocket folders (R, G, B, Y)  
1 12-inch non-flexible ruler  
12 glue sticks  
1 bottle Elmer's Glue  
2 pkg. of colored pencils  
1 box of 24 Crayons  
2 boxes of Crayola Washable markers  
1 school scissors  
1 **yellow** highlighter  
4 dry erase markers  
2 plastic pencil boxes  
1-1" hard 3-ring binders with pockets  
2 boxes Kleenex  
1 box Gallon size Ziploc baggies (optional)  
1 container of Lysol wipes  
\$6.00 for Class parties  
\$1.00 for agenda

**Grade 5:**

3 dozen #2 pencils  
1 scissors  
1 box colored pencils  
2 (4)pack dry erase markers  
2 boxes Kleenex  
18 glue sticks  
Highlighters 1 pkg.  
Post it Notes 4 pads  
Ziploc Baggies Quart or Gallon  
1 pencil box (no pouches)  
5 composition notebooks  
\$10.00 to cover project supplies  
\$1.00 for agenda

**Renollete's Class**

Sandwich size baggies

**S. Larson's class**

Gallon size baggies

**Schweigel's class**

Lysol wipes

**Grade 4:**

1 backpack (no wheels)  
1 pkg, Crayons  
2 boxes colored pencils  
1 pkg. of Crayola Markers  
4 dozen pencils  
pkg. of erasers  
2 thin black permanent markers  
8 low odor Expo markers  
2 glue sticks  
1 scissors  
pencil box  
1 plastic folder- (Agnew needs 2)  
1-1"inch binder with front sleeve  
1 highlighter  
3 boxes Kleenex  
\$1.00 for agenda

**Nelson also needs:**

3- spiral notebooks  
1-poly folder with 3 holes

**Grade 6:**

dry erase markers pkg. of 4  
highlighters ( pkg. of 4 ) different colors  
4 dozen pencils  
assorted color pencils  
erasers  
adult sized scissors  
pencil sharpener with lid  
6 Composition notebooks: 2 green, 1 black, 1 blue, 1 red, 1 yellow  
5 folders: green, black, blue, red, yellow  
markers  
18 glue sticks  
post-it notes  
1 3-ring binder with front pocket  
3 package filler paper  
tabbed dividers for 3-ring binder  
1 thin black permanent marker  
1 box Kleenex  
metric/standard ruler  
1 bottle Elmer's glue  
Lysol wipes  
Pkg. of Velcro for STEM Class  
Roll of blue or green painter's tape for STEM Class, 1 or 2 inches wide  
\$1.00 for agenda  
\$4.00 for project supplies

**Tramm's class**

Gallon size Ziplocks

**Sorgaard's Class**

	Low temp mini glue sticks <u>Gerbracht's Class</u> Paper plates
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BAGLEY ELEMENTARY MISSION, VISION & BELIEF STATEMENT

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

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

**Our Beliefs:**

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

PLEDGE OF ALLEGIANCE POLICY

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

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

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

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

*\*For detailed information regarding School District Policy #531, please go to the school website or request a copy from the Elementary or Superintendent’s Office.*

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

## NOTICE TO PARENTS

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

1. Personally contact the individual who is directly involved.
2. If you are unable to resolve the problem by contacting the individual directly involved, please contact the appropriate principal or supervisor.
3. If you feel the problem still has not been resolved, contact the Superintendent of Schools.
4. If the problem is not resolved after meeting with the Superintendent, you may request a meeting with the appropriate Board of Education committee.
5. In the event that you feel the problem has not been resolved, you are invited to address your concerns to the full Board of Education for final resolution.

## **I. INTRODUCTORY INFORMATION**

### ACCESSING THE BAGLEY DISTRICT SCHOOL WEBSITE

To access the school website go to [www.bagley.k12.mn.us](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 1-5 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. Locks 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.

### STUDENT 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.~~

Student drop off is the south cafeteria doors (Door 5). The parents are to drop the students off not park or block the area. The drop off time is 8:00-8:24. We also offer an early drop off at 7:30 for open gym.

### 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.~~

Students who have a pass may be picked up at the small gym through door 10. The doors will unlock at 2:50 and students will be dismissed at 2:55. On Wednesday the pickup time is 2:25.

### 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.~~

~~Dismissal time is 2:55 pm and the buses will depart at 3:00 pm.~~

### 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.~~

~~Dismissal time is 2:23 and the buses will depart at 2:32.~~

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

#### Unexcused

Medical absence without confirmation by  
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  
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~~

Accelerated Reader is a program that is used at Bagley Elementary. Students read books at their reading level. After they have read the book they take a quiz to test their comprehension of the story. When they pass the quiz at 60% or better they accumulate words read. At BES we award medals for benchmarks of words read. At this time, the medals are awarded for 10,000, 25,000, 50,000, 100,000, 250,000, 500,000, and millions after that.

### 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.~~

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

### 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 1-5.

### 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 \_\_\_\_\_ Second Grade Through Sixth Grade~~

<del>E=(Exceeds) above 90%</del>	<del>A=90%+ (A=90-93)</del>
<del>M=(Meets) 80-89%</del>	<del>B=80-89%+ (B+=87-89, B=80-83)</del>
<del>I=(In Progress) 70-79%</del>	<del>C=70-79%+ (C+=77-79, C=70-73)</del>
<del>N=(Needs Improvement Below 69%)</del>	<del>D=60-69% (D+=67-69, D=60-63)</del>
	<del>F=50% and Below</del>
	<del>NA=Not Applicable</del>

### ~~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

### **Grading Scale K-2**

4= Outstanding above 90%

3= Good 80%-89%

2= Acceptable 70%-79%

1= Minimally Acceptable 60% -69%

### **Grading Scale 3-5**

#### **Specialists/Work Habits**

4= Outstanding above 90%

3= Good 80%-89%

2= Acceptable 70%-79%

1= Minimally Acceptable 60% -69%

### **Subject Grading**

A= 90% and above

B= 89%-80%

C= 79%-70%

D= 69%-60%

F= 59% and below

### **Grading Scale 6<sup>th</sup> Grade**

A= 90% and above

B= 89%-80%

C= 79%-70%

D= 69%-60%

F= 59% and below

### **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 – Kristi Moritz (218) 694-6528  
 High School – 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 for grades 3-6	Fall and Spring	Mandated by the State
NWEA/MAP grades 1-6	Fall, Winter and Spring	Used to measure growth for

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. 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 2019-2020 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 Aug. 29
- Conferences on:  
K-5: Nov.21, Nov. 22, April 2, and April 3  
Grade 6: Oct. 3, Dec. 5, Feb. 20, April 23

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

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

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

Examples are:

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

**Parent Responsibilities**

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

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

Parent/Guardian Name (Please print)	Phone Number
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Parent/Guardian Signature	Date
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Student	Teacher
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**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 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 from the 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, threat 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

#### 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>
Walk	—Welcome others	Be a leader	Follow adult directives	Keep hallways clear
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**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>—Respectful</b>	<b>Responsible</b>
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**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
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**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
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**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
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 device With Care
	Be creative	Focus on the task		Charge your device
		Recognize cyber bullying		

**Playground Expectations: SOARR Matrix**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
<ul style="list-style-type: none"> <li>-Use equipment safely</li> <li>-Stay in designated areas</li> <li>Keep hands and feet to self</li> <li>-Follow rules</li> </ul>	<ul style="list-style-type: none"> <li>-Be fair</li> <li>-Welcome and accept others</li> <li>-Have a positive attitude /action</li> </ul>	<ul style="list-style-type: none"> <li>-Be a leader</li> <li>-Recognize misbehavior and Bullying</li> <li>-Move your body</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns</li> <li>Line up when whistle/signal</li> </ul>	<ul style="list-style-type: none"> <li>-Wear proper clothing</li> <li>-Report bullying/ misbehavior</li> <li>-Keep track of your own belongings</li> </ul>

**Transportation Expectations: SOARR Matrix**

<b>Safe</b>	<b>Optimistic</b>	<b>Achiever</b>	<b>Respectful</b>	<b>Responsible</b>
<ul style="list-style-type: none"> <li>-Stay in your seat</li> <li>-Follow directions</li> <li>-Stay out of bus danger Zone</li> </ul>	<ul style="list-style-type: none"> <li>-Greetings</li> </ul>	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>Be a leader</li> <li>-Recognize misbehavior and bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Be ready and on time</li> <li>-Treat bus property Respectfully</li> <li>-Follow adult directive</li> </ul>	<ul style="list-style-type: none"> <li>-Report misbehavior and bullying</li> <li>-Keep track of your own belongings</li> <li>-Wear proper clothing</li> </ul>

**Flyer Pride**

	<b>Positive</b>	<b>Respectful</b>	<b>Individuals</b>	<b>Demonstrating</b>	<b>Excellence</b>
<b>Our School Expectations</b>	<ul style="list-style-type: none"> <li>Be positive</li> <li>Accept and encourage others</li> <li>Take on challenges</li> </ul>	<ul style="list-style-type: none"> <li>Be kind</li> <li>Respect others opinions</li> <li>Respect yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Be your best</li> <li>Learn from your mistakes</li> <li>Use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use materials properly</li> <li>Use good listening skills</li> </ul>	<ul style="list-style-type: none"> <li>Be truthful</li> <li>Be a positive leader</li> <li>Be at school on time</li> </ul>

**If a student chooses to not follow the expectations, 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.

**Tennessean 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	\$1.50	Free
(All Kindergarten students qualify for free breakfast)		
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.**~~

~~Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected on 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 are not found a letter will be sent home letting parent know that the classroom was checked and no lice was found. If lice were 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 Services”.

The school does maintain a “no viable nit” policy and it is strictly enforced. This means that all viable nits, those cemented to hair shafts, very close to scalp, must be removed from the hair before a student may be allowed back to school. The American Academy of Pediatrics and the National Association of School Nurses strongly advocate, nits that are more than ¼ inch from the scalp are usually NOT viable and very unlikely to hatch to become crawling lice, or in fact may be empty shells, also known as ‘casings’.

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 at (218) 694-6528 ext. 3215, of progress or that student will have an unexcused absence for that day. Extended absences beyond 48 hours or 2 school days without parent/guardian contacting the principal’s office at (218) 694-6528, will be recorded as unexcused. For more information on how to get rid of head lice call the Clearwater County Nursing Service at (218) 694-6581.

When the school’s health paraprofessional notifies parent/guardian that a child has head lice/or viable 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 viable nits are found. Bagley Schools will follow the attendance policy when absences due to head lice or viable nits become habitual.

#### **Step One-First Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable, the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Will perform a follow-up re-check on child.
- Treatment supplies may be available through your health care providers, or the pharmacy. Policy 561
- 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 viable nits or lice are found, the child will be readmitted to school.

#### **Step Two-Second Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable, the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Will perform a follow-up re-check on child.
- Treatment supplies may be available through your health care providers, or the pharmacy.

- 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 viable nits or lice are found, the child will be readmitted to school.

### **Step Three-Third Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable, the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Refers case to the Community Health Representative or Clearwater County Nursing Service.
  - Will perform a follow-up re-check on child.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- 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 viable nits or lice are found, the child will be readmitted to school.

### **Step Four-Fourth Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable, the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Refers case to the Community Health Representative or Clearwater County Nursing Service.
  - Will perform a follow-up re-check on child.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- 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 viable nits or lice are found, the child will be readmitted to school.
- Administration will sign off upon treatment completion and return to school.

### **Step Five-Fifth Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable, the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Refers case to the Community Health Representative or Clearwater County Nursing Service.
  - Will perform a follow-up re-check on child.
- Treatment supplies may be available through your health care providers, or the pharmacy.

- 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 viable nits or lice are found, the child will be readmitted to school.
- Administration will sign off upon treatment completion and return to school. Note: Students will be checked on a weekly basis following their third and subsequent reported cases. If they are head lice and nit free, they will return to being checked only with the regular student body checks.

### IMMUNIZATION RECORDS

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

### STUDENT MEDICATIONS

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

## **VIII RECESS**

### RECESS

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

- Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the school day. The school's office will use below -10° Fahrenheit to keep children inside at which time an inside recess period will be designated by the classroom teacher. When the temperature is -10° or colder, the paraprofessionals will also remain inside. This includes the pure temperature of -10° and/or wind-chill of -10°.
- Children, who have been at home due to an illness, may request by written parent note to remain indoors for two additional days after returning to school. In some cases, illnesses such as asthma, broken bones or other more severe problems may require additional days inside. The school will work with parents and the family doctor to ensure the child's medical needs are appropriately met.

- When a child must remain inside due to illness, they will be supervised during the recess period. Teachers will honor requests from parents regarding students staying inside after an illness. Other requests to remain inside are at the discretion of the teacher (i.e. those made by the student).
- Should the teacher determine that a child remains inside to complete work or as a disciplinary action, the teacher will provide supervision of the student.
- When a scheduled study trip occurs during the regular day and parents have authorized the child to attend, children should dress appropriately for the weather and participate in the trip.

## RECREATION EQUIPMENT

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

## **IX ELECTRONICS**

### CELL PHONES

Cell phones and Personal Electronic Devices (CP-PEDs, which includes but is not limited to: bluetooth devices, radios, CD players, MP3 players/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.

## BAGLEY PUBLIC SCHOOLS

### BELIEF STATEMENTS

- The Bagley Public Schools believe:
- All people work harder when they feel valued.
- It takes an engaged community to develop our students to their fullest potential.
- In the continuous improvement of our school district to increase the quality of learning.
- Students are unique individuals with distinct educational talents.
- Partnerships with parents and the community are keys to success.

### MISSION STATEMENT

The mission of the Bagley Public Schools is to:

- Provide a learning environment which inspires and prepares each student to achieve his/her dreams, contribute to community, and engage in lifelong learning.

### VISION STATEMENT

- A community united as the cornerstone that inspires excellence in academics, athletics, and the arts.

### WELCOME

Hello Bagley Flyers!

~~I am excited to introduce myself as your new Bagley High School Principal. I have served several school districts as a principal and as a teacher. I cannot wait to learn all I can about Bagley High School, the students, and staff. It is my job as principal to provide all I can, so the teachers, staff, and students can perform to the best of their abilities.~~

~~We are a team at Bagley High School. We all have an important job on the team, some of us lead, some prepare, some perform, but we all learn. We are to embrace every opportunity to learn all we can. Along with being on a successful and well-intended team, it is important to practice in a climate that is positive and supportive. If we can do this, we will succeed academically and in community.~~

~~Our job as learners here is important, and a priority. We are to be prepared for each day to obtain all the knowledge we can while we are here. This will prepare us well for whatever comes forth in our future. It is important that we understand how our opportunities today can form us for tomorrow. Chase your interests, try something new, explore, discover, invent, and innovate. This school year is ours, let's make it a great one!~~

Respectfully,

Tony Kerr

High School Principal

GO FLYERS!

ADMINISTRATION AND SUPPORT STAFF

SCHOOL BOARD MEMBERS

High School Principal – Anthony Kerr

School Counselor – **Belinda Schermerhorn**

Dean of Students – John Sutherland

Athletic Director – Doreen Zierer

Superintendent – **Erich Heise**

Transportation – Stuart Dukek

Building/Maintenance- Dan Lavine

Head Custodian-Ron McCollum

Community Education & ALP – Corrie Uhler

Elementary Principal – Kristi Moritz

Head Cook – Terri Christianson

Director of Indian Education– Carol Vik

Adam Broden-Chairman

Amy Fontaine-Treasurer

**Jamie Grover-Clerk**

Wendy Fultz-Director

Jeremy Davies-Director

Renee Benson-Director

**Don Nordlund-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

Hello and welcome to the 2019-2020 school year! The BHS Student Council is excited for all the fun we have planned for everyone, and the great year ahead of us. Let's work hard, be positive, and enjoy it. Always feel welcome to ask our student council members for help at any time!

**Student Council President**

**Cori Bonik**

**2019-2020 Student Council & Class Officers**

***President – Cori Bonik (12<sup>th</sup>)***

***Vice-President – Izabell Gerbracht (12<sup>th</sup>)***

***Secretary – Aleah Nelson (12<sup>th</sup>)***

***Treasurer – Boysen Olson (11<sup>th</sup>)***

**SENIORS (Class of 2020)**

**President Kennedy Grover**

**Vice President -Logan Engesether**

**Secretary/Treasurer- Trey Netland**

**Representative- Maria Melbo**

**JUNIORS (Class of 2021)**

**President -Macy Strandlien**

**Vice President- Alec Norum**

**Secretary/Treasurer -Tessa Tramm**

**Representatives -Hallie Lindgren**

**Gavin Halverson**

**SOPHOMORES (Class of 2022)**

**President -Liam Hagen**

**Vice President- Ellie Bonik**

**Secretary/Treasurer- Sarah Pullins**

**Representatives -Skylar Boe**

**Kyle Bowman**

**FRESHMEN (Class of 2023)**

**President -Isaiah Tramm**

**Vice President -Palmer Olson**  
**Secretary/Treasurer- Ali Netland**  
**Representatives -Taylor Pearce**  
**Landen Leavitt**

**EIGHTH GRADE (Class of 2024)**

**President -Kathryn Agnew**  
**Vice President- Peyton Prouix**  
**Secretary/ Treasurer- Mateo Reynolds**  
**Representative-Calianna Francis**

**SEVENTH GRADE (Class of 2025)**

**President-Ava Phrankonkham**  
**Vice –President-Elliana Ekre**  
**Secretary/Treasurer-Brooke Erickson**  
**Representatives-Gabby Jesness**  
**Drew Nelson**

**AT LARGE MEMBERS**

**Gracie Highberg (11<sup>th</sup>)**  
**Sophia Jesness (11<sup>th</sup>)**  
**Tiffany Gerbracht (10<sup>th</sup>)**  
**Laela LaFriniere (10<sup>th</sup>)**  
**Cameron Broden (9<sup>th</sup>)**  
**Elias Lafond (9<sup>th</sup>)**

**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 2019-2020 Updated**

<b>October 16</b>	<b>PSAT (Grade 11) 8:30 -Noon</b>
<b>October 23</b>	<b>ASVAB (Grade 11) Career Exploration &amp; Military Entrance 8:30-11:30</b>

<b>November 5</b>	<b>Pre-ACT (Grade 10)</b>
<b>April 15-24 (Online Begins/Ends)</b>	<b>MCA Reading (Grades 3, 8, 10) Mathematics (Grades 3, 8, 11) MTAS Reading, Mathematics &amp; Science</b>
<b>May 4-May 8 (Online Begins/Ends)</b>	<b>MCA Science (Grades 5, 8, High School)</b>
<b>March 24</b>	<b>ACT w/Writing Test (Grade 11)</b>
<b>April 7</b>	<b>ACT- Make-up Test</b>

<b>Test Date</b>	<b>Deadline</b>	<b>Late Deadline</b>	<b>Online Score Release*</b>
<b>Sept 8, 2018</b>	<b>Aug 12, 2018</b>	<b>Aug 26, 2018</b>	<b>Sept 18; Oct 2, 2018</b>
<b>Oct 27, 2018</b>	<b>Sept 28, 2018</b>	<b>Oct 14, 2018</b>	<b>Nov 13; Nov 27, 2018</b>
<b>Dec 8, 2018</b>	<b>Nov 2, 2018</b>	<b>Nov 19, 2018</b>	<b>Dec 18, 2018; Jan 1, 2019</b>
<b>Feb 9, 2019<sup>1</sup></b>	<b>Jan 11, 2019</b>	<b>Jan 18, 2019</b>	<b>Feb 20; Mar 6, 2019</b>
<b>Apr 13, 2019</b>	<b>Mar 8, 2019</b>	<b>Mar 25, 2019</b>	<b>Apr 23; May 7, 2019</b>
<b>June 8, 2019</b>	<b>May 3, 2019</b>	<b>May 20, 2019</b>	<b>June 18; July 2, 2019</b>
<b>July 13, 2019<sup>1,2</sup></b>	<b>June 14, 2019</b>	<b>June 24, 2019</b>	<b>July 23; August 6, 2019</b>

### **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 2019-2020**

<b>August 28</b>	<b>Teacher Workshop- <i>NO SCHOOL FOR STUDENTS</i></b>
<b>August 29</b>	<b>Teacher Workshop 12:00 – 5:00 BHS Open House 5:00-7:30 PM</b>
<b>September 2</b>	<b>Labor Day, <i>NO SCHOOL FOR STUDENTS OR STAFF</i></b>
<b>September 3</b>	<b>Classes begin for Students</b>
<b>September 12</b>	<b>Picture Day</b>
<b>September 16-20</b>	<b>Homecoming Week</b>
<b>September 16</b>	<b>Homecoming Coronation/ 2:25 PM</b>
<b>September 20</b>	<b>Homecoming Pep fest/Academic Awards 9:00 AM</b>
<b>September 20</b>	<b>Homecoming Parade 2:35 PM</b>
<b>September 20</b>	<b>Homecoming Dance JH (7<sup>th</sup> &amp; 8<sup>th</sup>) 8:00-9:55 SH (9<sup>th</sup>-12<sup>th</sup>) 10:05-Midnight</b>
<b>October 3</b>	<b>Parent/Teacher Conferences – 4:00-7:30 PM</b>

October 16	PSAT- 8:30-Noon
October 23	ASVAB
October 17-18	Fall Break – <i>NO SCHOOL FOR STUDENTS OR STAFF</i>
November 1	End of First Quarter
November 5	Pre-Act (10 <sup>th</sup> Grade)
November 11	Veterans Day Program-9:30 AM
November 15	Conference Exchange Day – <i>NO SCHOOL FOR STUDENTS OR STAFF</i>
November 22	Staff Development Grades 6-12- <i>NO SCHOOL FOR STUDENTS</i>
November 28-29	Thanksgiving Vacation – <i>NO SCHOOL FOR STUDENTS OR STAFF</i>
December 5	Parent/Teacher Conferences – 4:00-7:30 PM
December 7	Winter Formal Dance JH (7 <sup>th</sup> & 8 <sup>th</sup> ) 8:00-9:55 SH (9 <sup>th</sup> -12 <sup>th</sup> ) 10:05-Midnight
December 20	Last Day with Students before Christmas Break
December 23-January 1	Winter Break
January 2	First Day of School after Christmas Break
January 17	End of Second Quarter
January 20	Staff Development Day- <i>NO SCHOOL-FOR STUDENTS</i>
February 7-13	Snow Week
February 10	Snow Week Coronation @ 2:25 PM
February 14	Snow Week Pepfest/Awards @ 9:00 AM
February 17	Conference Exchange Day- <i>NO SCHOOL FOR STUDENTS OR STAFF</i>
February 17	Presidents Day- <i>NO SCHOOL FOR STUDENTS OR STAFF</i>
February 20	Parent/Teacher Conferences – 4:00-7:30 PM
February 28	Glow Dance- JH (7 <sup>th</sup> & 8 <sup>th</sup> ) 8:00-9:55 SH (9 <sup>th</sup> -12 <sup>th</sup> ) 10:05-Midnight
March 20	End of Third Quarter
March 24	ACT
April 3	Staff Development Day- <i>NO SCHOOL FOR STUDENTS</i>
April 7	ACT make-up
April 10	Spring Break- <i>NO SCHOOL FOR STUDENT OR STAFF</i>
April 13	POSSIBLE EMERGENCY DAY <u>#1</u>
April 23	Parent/Teacher Conferences – 4:00-7:30 PM
April 25	Prom
May 15	POSSIBLE EMERGENCY DAY <u>#3</u>
May 21	Seniors last day

May 22	<b>POSSIBLE EMERGENCY DAY #2</b>
May 25	<b>Memorial Day- NO SCHOOL FOR STUDENTS OR STAFF</b>
May 26	<b>Senior Awards Banquet</b>
May 27	<b>Baccalaureate</b>
May 28	<b>End of Fourth Quarter</b>
May 28	<b>Students last day</b>
May 29	<b>Teachers last day/Staff Development-NO SCHOOL FOR STUDENTS</b>
May 29	<b>GRADUATION</b>

**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 DAYS – April 13 (#1)    May 15 (#3)    May22 (#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, and WDAY-TV5. BEMIDJI RADIO STATIONS: KBHP (FM 101.1 / FM 95.5), KKBJ (FM 103.7 / FM 98.3), FOSSTON 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 1	10:24-10:56	Period 1	10:24-10:56
Period 2	11:00-12:06		
Lunch		Period 2	11:00-11:31
(A) 11:00-11:31		Period 3	11:35-12:06
(B) 11:35-12:06		Period 4	12:10-12:42
		Lunch	12:42-01:18
Period 3	12:10-12:42	Period 5	01:22-01:54
Period 4	12:46-01:18	Period 6	01:58-02:30
Period 5	01:22-01:54	Period 7	02:34-03:06
Period 6	01:58-02:30		

**Period 7 02:34-03:06**

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

**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>
<b>Period 1</b>	<b>08:24-09:14</b>	<b>Period 1</b>	<b>08:24-09:14</b>
<b>Period 2</b>	<b>09:18-10:08</b>	<b>Period 2</b>	<b>09:18-10:08</b>
<b>Period 3</b>	<b>10:12-11:02</b>	<b>Period 3</b>	<b>10:12-11:02</b>
<b>Lunch</b>	<b>Period 4</b>	<b>Period 4</b>	<b>11:06-11:56</b>
<b>(A) 11:02-11:30</b>	<b>11:34-12:24</b>	<b>Period 5</b>	<b>12:00-12:24</b>
	<b>(B) 11:56-12:24</b>	<b>11:06-11:56</b>	
<b>Period 5</b>	<b>12:28-12:54</b>	<b>Lunch C</b>	<b>12:24-12:54</b>

**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: bluetooth devices, radios, CD players, MP3 players (I-pod), tablets, handheld computers, or video games. Students cannot 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. loose cell privileges for the remainder of the school year**

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 2 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 8:00-9:55 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 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 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) 694-6528

#### Alternate Title IX Coordinator:

Superintendent **Erich Heise**  
202 Bagley Avenue North  
Bagley, MN. 56621  
Phone (218) 694-6184

**It is the policy of the Bagley Public Schools not to discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or 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 of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L, Chap. 76. Sec. 5, Chap. 151B, and Chap. 151C.**

### 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 the 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 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 Anthony Kerr, HS Principal

### **PASSES**

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

### **PEP FESTS**

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

### **PETS IN SCHOOL**

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

## **PHYSICAL EDUCATION CLOTHING REQUIREMENTS**

The Physical Education clothing requirement consists of a dress code compliant T-shirt, shorts/athletic pants, socks, and athletic shoes that don't leave marks on the gym floors. Students must have athletic shoes that tie and give good support. No skating-type shoes or flip-flops will be allowed. Student names should be on all gym clothing items. Showers are recommended but not required after gym classes.

### **PLEDGE OF ALLEGIANCE**

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

### **RELIGIOUS RELEASE TIME INSTRUCTION**

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

### **REWARD POLICY**

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

### **SCHOOL REACH**

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

### **SCHOOL RECORDS**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provides parents/guardians and eligible students with certain rights. For

the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

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

### SEARCH AND SEIZURE

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

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

### SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a 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 Anthony Kerr**

**1130 Main Ave. N**

**Bagley, MN 56621**

**Phone (218) 694-3120**

**Alternate Section 504 Coordinator**

**Superintendent Erich Heise**

**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.~~

~~e. — 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.~~

~~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 administrator 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, 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 ministrator.~~

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.~~

## 709 STUDENT TRANSPORTATION SAFETY POLICY

Board Revised: November 19, 2018 — July 2019

### 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~~the loss of bus riding 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.**
- k. Students cannot break the Technology Acceptable Use Policy.**

### **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~~ loss of bus riding 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~~ concerning loss of bus riding privileges.**

~~3<sup>rd</sup> offense – One school-day suspension from riding the bus~~ loss of bus riding privileges. 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~~ loss of bus riding privileges, 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~~ loss of bus riding privileges. 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~~ loss of bus riding privileges. 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 loss of bus riding privileges. 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~~ loss of bus riding privileges is being imposed.

~~6<sup>th</sup> offense – Off the bus~~ Loss of bus riding privileges for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the ~~suspension~~ discipline. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the ~~suspension~~ loss of bus riding privileges by a building administrator. ~~if a bus suspension is being imposed.~~

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

~~Other Discipline: Based on the severity of a student's conduct, or habitual student misconduct, 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.~~

## 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 the 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 by collaborating with administrator.
- 3<sup>rd</sup> Step – Go to the Superintendent and try to resolve the problem.
- 4<sup>th</sup> Step – Go to the transportation committee of the Board to try and resolve the problem.
- 5<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, 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, 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 maximum of two (2) locations. Locations may include; 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.**

**The Superintendent and the Head of Transportation may designate specific locations as special bus route stops. These stops may be considered as a third option for parents and currently include all school district buildings and sports complexes as well as the Rice Lake Community Center.**

- 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.**
  - 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. Busses 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.)

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

### **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, and 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

### **MN STATUTE 120B.20 PARENTAL CURRICULUM REVIEW.**

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction 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.

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

### **POLICY 461 PARENT REPORTING POLICY**

SCHOOL BOARD ADOPTED: JANUARY 22, 2008

SCHOOL BOARD REVISED: NOVEMBER 7, 2016

***ALL BHS AND BES TEACHERS ARE REQUIRED TO UPDATE THEIR GRADE REPORTING ON THE SYNERGY GRADEBOOK ONCE PER WEEK, FOR EVERY CLASS THEY TEACH. BES TEACHERS WILL BE GIVEN CONSIDERATION BY THE PRINCIPAL FOR DEVELOPMENTAL APPROPRIATENESS AND SPECIALISTS ON ROTATIONAL SCHEDULES.***

### **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.**~~

### Jr. High Learn and Earn Your Way Model

This model is designed to provide opportunities for all students to be successful, and to be prepared academically for the next grade/ class. BHS students are not allowed to fail.

7th-8th Grade Core Courses	Semester 1	Semester 2	Total
Math	½ credit ¼ per quarter	½ credit ¼ per quarter	¾ credit needed
Language Arts	½ Credit ¼ per quarter	½ credit ¼ per quarter	¾ credit needed
Social Studies	½ credit ¼ per quarter	½ credit ¼ per quarter	¾ credit needed
Science	½ credit ¼ per quarter	½ credit ¼ per quarter	¾ credit needed

- All final decisions on retention will be authorized by the building principal and the grade level team as extenuating do occasionally occur.
- A student who meets or exceeds the standards on the Minnesota Comprehensive Assessment will be exempt from retention in the subject that was tested in.
- A student must receive a grade of D- or 60% or better to earn credit for the above courses.
- Retention is only for core courses not passed
- Students will earn their way to the next grade/ class by earning passing grades in 3 quarters.
- Students who do not earn their way to the next grade/ class, must take the failed class over.

- Discretion will/ can be used for Summer School, and needed skill sets for individual student situations.

### 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, 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>
<b>AP English</b>	<b>Reading &amp; Literature, Writing (covered in English 12)</b>
<b>Humanities</b>	<b>World History</b>
<b>Advanced Geography</b>	<b>Geography (covered in World History/Geog.)</b>

**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 will be recognized as honor graduates. Students earning at least a 3.8 cumulative GPA upon completion of first semester of their senior year 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. 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.
7. **The Student Council President and Senior Class President are required to speak at Graduation, any other seniors wishing to speak will submit their speeches to be reviewed/chosen by a panel of staff. All speeches will be due for review at a date set each year. All seniors will be notified of these dates, via the student bulletin.**

## **ATTENDANCE POLICIES & PROCEDURES**

### **ATTENDANCE POLICY AND REGULATION**

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) an automatic lunch detention**. 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, **every 3 tardies results in 1 lunch detention**.

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 absencing of one's self from school or class without the approval of the school. Bagley Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A) or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents will be notified by mail after three days of truancy or one or more class periods on three days. Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy or one or more class periods of truancy on seven cumulative days.

Truancy reporting is based on cumulative days of truancy during any one school year.

### **BEHAVIORAL EXPECTATIONS**

### **ACCEPTABLE TECHNOLOGY USE**

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

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 OR CONSTRUCTION OF 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.**

### **Special Education and Code of Conduct**

#### **Special Education or Disabled Students:**

Consequences for students identified with a disability that requires special education services may be adjusted, as required by federal and state laws and regulations and/or the student's Individual Education Plan (IEP), when appropriate. Special Education students and their parents may request modification of these policies and accommodations when appropriate.

#### **Level 1 Offense:**

- Student shall be referred to the office or the processing room.
- The office and case manager will make a determination as to where the student will be placed for the remainder of the class period.
- If the student is removed from class, he or she will not return to that class until it is deemed that the student may participate in class successfully.

#### **Level 2 Offense:**

- Student shall be sent to the office.
  - Write a referral describing the offense in detail.
- Student will not be permitted to return to the class they were dismissed from that day.
- The office and case manager will conduct the following steps before consideration of discipline:
  - Meet with student
  - Review BIP if applicable
- Manifestation of disability will be considered.

#### **Level 3 Offense:**

- Student shall be sent to the office.
  - Write a referral describing the offense in detail.
- The office and case manager will determine the appropriate disciplinary consequence according to policy laid out in the student handbook code of conduct.

## 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.

**Tennesen 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, and 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 or the construction 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 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, DEBRA – Special Ed. B.S. (Elementary Education) Bemidji State University (1982)

~~CONNELL, DUANE – Physical Education B.A. (Physical Education) University of Jamestown, Jamestown ND (2001)~~

DAHL, DARRIS – English/Lang. Arts B.S. (Secondary English/Lang. Arts) Bemidji State University (2002)

DYRDAHL, JENNA- Special Ed- B.S. (Elementary Education) Bemidji State University (2012)

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

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)~~

~~HOLST, KATHERINE – Special Ed. B.S. (Spanish) Minot State University (2011) M.A. (World Language) Concordia College (2017)~~  
 HOOD, MARILYN – Senior High English B.S. (English) Bemidji State University (1985)  
 M.S. (English) Bemidji State University (1994)  
 KERR, ANTHONY-HS PRINCIPAL - B.S (Music Ed- k-12) instructional classroom, Orchestra Bemidji State University 2002, M.A Education Leadership Concordia University St. Paul- 2013, Education Specialist Concordia University St. Paul- 2014 Education Doctorate ABD- Education Administration- Concordia University-2018  
 KULTALA, RISTO- Physical Education/Health B.S. (Physical Education/Health) Bemidji State University (2017)  
 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)  
 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)  
 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)  
 SCHERMERHORN, BELINDA-School Counselor-BS(Applied Psychology) BSU (2004) MA (School Counseling) UND (2018)  
 SCHWEGEL, BRANDON – Social Studies B.A. (History) Luther College, Decorah, IA (2004)  
~~TAKKUNEN, LAURA– Special Education-AA(Liberal Arts) Moorhead State University, Moorhead, MN, B.A. (Liberal Studies) South Dakota Dakota State University, Brookings, SD, M.A. ED (Secondary Education) University of Phoenix, Phoenix, AZ~~  
 WASS, KARA, - Special Ed. 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.
CHRISTIANSSEN, TERRI	Head Cook
DUKEK, STUART	Transportation Director
ECK, KEITH (Rocky)	BRIC Paraprofessional
ERICKSON, JONI	Health/Copy Rm Paraprofessional
ERICKSON, TERRI	Food Service
EVENWOLL, TAMARA	SpEd Paraprofessional

**GOLDIE, MARY JO**  
**HALVERSON, KIM**  
**HAM, CARRIE**  
**HANDYSIDE, MEGAN**  
**HERMISTON, SHAWNA**  
**JOHNSON, AVIS**  
**JOHNSON, VERONICA**  
**KAISER, MISTEN**  
**KENT, AMY**  
**LARSON, TERRI**  
**LAVINE, DAN**  
**MARTINE, VALERIE**  
**MAYER, ASHLEY**  
**MCCOLLUM, RON**  
**MICHAELS, CHERI**  
**NANKIVEL, AL**  
**NATTRESS, BRITTANY**  
**NELSON, OLIVIA**  
**OLSON, WILLA**  
**SARNA, VANESSA**  
**SCHUSSMAN, LEANNE**  
**SUTHERLAND, JOHN**  
**TREFZ, HANNAH**  
**VIK, CAROL**

**Food Service**  
**Administrative Sec.**  
**Receptionist/Attendance Sec.**  
**Work Period Paraprofessional**  
**Media Center Paraprofessional**  
**Food Service**  
**Custodian**  
**SpEd Paraprofessional**  
**DAC**  
**Food Service**  
**Head of Buildings/Grounds**  
**BRIC Paraprofessional**  
**SpEd Paraprofessional**  
**Head Custodian**  
**Food Service**  
**Custodian**  
**AMI Paraprofessional**  
**SpEd Paraprofessional**  
**Food Service**  
**ISS- Paraprofessional**  
**AMI Para**  
**Dean of Students**  
**Truancy Tracker**  
**Director of Indian Education**

**DISTRICT OFFICE STAFF**

**HEISE, ERICH**  
**GERBRACHT, ANGIE**  
**HECHT, JENNIFER**  
**RITTERMAN, NICHOLE**

**Superintendent of Schools**  
**District Accountant**  
**Supt. Office Manager**  
**Payroll Clerk**

# **Bagley High School Handbook Signature Page**

**By signing this form, I certify that I have received, understand, and agree to the terms of, the 2019-2020 Bagley High School handbook.**

**Student Printed**

**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>2020 Preliminary Budget</b>	<b>Revenues</b>	<b>Expenditures</b>
<b>General Fund</b>	\$13,177,560.00	\$13,405,094.00
<b>Staff Development</b>	\$141,044.00	\$141,044.00
<b>LTFM</b>	\$438,703.00	\$551,120.00
<b>Health &amp; Safety</b>		
<b>Operating Capital</b>	\$415,137.00	\$500,155.00
<b>Learning &amp; Development</b>	\$228,175.00	\$228,175.00
<b>State Approved Alt. Programs</b>	\$40,409.00	\$39,290.00
<b>Gifted &amp; Talented</b>	\$14,240.00	\$11,652.00
<b>Basic Skills</b>	\$717,590.00	\$717,590.00
<b>Career and Technical Programs</b>	\$56,941.00	\$66,942.00
<b>Safe Schools</b>	\$43,206.00	\$40,000.00
<b>Unassigned</b>	\$11,082,115.00	\$11,109,126.00
<b>Food Service Fund</b>	\$552,250.00	\$574,215.00
<b>Community Service Fund</b>	\$252,641.00	\$241,436.00
<b>Debt Redemption Fund</b>	\$427,663.00	\$443,815.00
<b>Trust Fund</b>	\$1,009.00	\$1,600.00
<b>Total All Funds</b>	<b>\$14,411,123.00</b>	<b>\$14,666,160.00</b>

\* Budgets that have Expenditures over Revenues will draw down from reserves

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Current Fund Balances

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	\$321,195.00	Assigned for Bus Purchases
	\$303,678.00	Designated for Severance/Insurance Premiums
<b>(\$227,534.00)</b>	<b>\$3,199,122.00</b>	<b>Total General Fund</b>
\$0.00	\$28,672.00	
<b>(\$112,417.00)</b>	\$185,497.00	
\$0.00	<b>(\$1,119.00)</b>	
<b>(\$85,018.00)</b>	\$659,252.00	
\$0.00	\$0.00	
\$1,119.00	\$5,327.00	
\$2,588.00	\$0.00	
\$0.00	\$0.00	
<b>(\$10,001.00)</b>	\$0.00	
\$3,206.00	<b>(\$586.00)</b>	
<b>(\$27,011.00)</b>	\$1,697,206.00	
<b>(\$21,965.00)</b>	\$133,620.00	
\$11,205.00	\$266,846.00	
<b>(\$16,152.00)</b>	\$100,943.00	
<b>(\$591.00)</b>	\$7,869.00	
<b>(\$255,037.00)</b>		

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	316
Program	865
(Program 850 Finance >302 except for 385 - expenses) Program 850 revenues	
	302
	330
	305
	388
	317
	830
	342
Remainder	

## 412 EXPENSE REIMBURSEMENT

Board Revised: June 18, 2012

Board Revised: ~~May 2, 2016~~ June 2019

### I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, ~~tips~~, and other reasonable and necessary school district business-related expenses.

### III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

### IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
  - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school

district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent with school board approval shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The school board shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

## VI. DISTRICT TRAVEL/MEAL REIMBURSEMENT

Reimbursement for those who travel on school business is set as follows:

- A. Mileage - ~~\$0.50/mile~~ IRS Mileage Reimbursement Rate for all those who travel on school business.

When personal vehicles are used for travel at the request of the employee, no reimbursement will be made unless the transportation director confirms a school vehicle was unavailable or that it is specified in an employees work agreement.

- B. Meals:
  1. Breakfast - \$7.00
  2. Lunch - \$9.00
  3. Dinner - \$15.00
  4. \$31.00/day may be used for one, two or three meals if gone all day.
  5. Board receives full reimbursement for meals and lodging.

Itemized receipts must be submitted to the school accountant in order to be reimbursed. Claims must be itemized and cannot include tips. Claims that are not for overnight trips will be paid through payroll and will be taxable income. Concerning the advancement of travel monies, it shall be the policy of the Board of Education that:

- C. An employee may request an advance of the appropriate meal allowances whenever such employee will be outside of the district on official school business for a minimum of two consecutive full days.
- D. Whenever an employee is supervising district students outside of the district on official school business, the employee may receive an advance for the amount of pre-approved student expenses. Such monies shall be considered to be under the care and management of the employee.

The employee to whom the advance is paid (A or B above) shall be responsible for submitting appropriate receipts to the district office for all expenditures made from the advance. If such receipts are not submitted, the employee must reimburse the

school district an amount equal to the difference between the advance and the sum of the submitted appropriate receipts.

- E. Receipts must show that a meal was purchased or is a restaurant receipt. This will not apply when meals are included in your meeting. The School District encourages good nutrition, which is considered three balanced meals a day. Eligible meals are defined as breakfast, lunch and dinner not stops for dessert, snacks, or grocery.

Expense should be for personal consumption. Meals are considered to be reimbursable if eaten at one setting, not adding a receipt for dessert at a later time or at another restaurant.

Alcoholic beverages are not reimbursable.

- F. Breakfast reimbursements shall be claimed only if the employee is on assignment outside the boundaries of the school district in travel status overnight or departs from school district boundaries in an assigned travel status before 6:00 AM. Lunch reimbursements may be claimed only if the employee is in a travel status and is performing required work outside the boundaries of Bagley School District and his/her work assignment extends over the normal noon meal period. Dinner reimbursement may be claimed only if the employee is outside the boundaries of the school district in a travel status overnight or is required to remain in a travel status until after 7:00 PM.