



Bagley Schools

2026-2027

Staff Handbook

Staff Assignments & Duties
Policies & Procedures

(ALL DUTIES & ASSIGNMENTS ARE SUBJECT TO CHANGE)

Contents

Duty Day / Absences / Substitute Procedures.....	3
Pay	5
Bagley Schools Supervision and Discipline	5
Classroom Procedures.....	9
Instruction	10
Communication.....	121
Synergy Parent Portal / Progress Reports / Grade Checks.....	142
Minnesota Academic Standards.....	14
Copy Machine.....	14
Scheduling of Events	14
Student Injuries	16
Requisitions / Inventories	16
Fees for Materials (High School).....	17
Flyer Sports Activities Passes and Gate Admission Prices.....	17
Chaperoning.....	18
Staff Technology and Network Access.....	19
Notification to Staff Regarding Placement of Students With Violent Behavior.....	27
Drug-Free Workplace / Drug-Free School.....	28
Reporting Child Abuse	32
Harassment and Violence	34
Injured Employee Return-To-Work Statement.....	40
Harassment and Violence Report Form	41
Bullying Incident Report Form.....	43
Bagley Schools Guest Speaker Pre-Approval Form.....	45
Meeting or Workshop Attendance Request.....	47
High School Field Trips, Excursions and Bus Requisition Form.....	49
Elementary School Study / Field Trip Request Form.....	51
School Calendar.....	53
Signature Page.....	55

DUTY DAY / ABSENCES / SUBSTITUTE PROCEDURES

Teacher Duty Day

The duty day for teachers is 8:00 – 3:30 Monday through Thursday and 8:00 until all of the buses have left on Friday or the last day before a holiday. Unless you have been assigned supervision or other responsibilities, the before and after school duty time should be spent where you are available to students.

It is realized that there may be times a staff member needs to leave the building for some reason. Any staff member who is leaving the building for any reason during the school day must sign out and in at the School Office. Staff leaving the building, other than during lunch, must secure the building principal or designee's permission and must limit time to 20 minutes or less unless they intend on using personal leave, in which case they should enter a personal time off request in SMARTeR, the District's time tracking system.

Bagley is a great place to be, and we are privileged that many employees choose to have their children attend our schools. These are some guidelines that we ask everyone to follow in order to provide a respectful work environment:

- Staff members must supervise their children during times when the school does not provide supervision. If you cannot supervise your child, please make arrangements. This includes not roaming around the building, library, lounge, team meetings before/after school/weekends.
- Children of staff members should not be present at school during professional development, conferences, staff meetings, or other staff gatherings (e.g. bridal and baby showers).
- Staff members should follow the same guidelines as any other parent in making appointments with teachers to hold conferences. Please refrain from visiting with your child's teacher during the school day to discuss your child's progress/concerns, unless you have a scheduled appointment.
- Staff member building keys or key cards are not to be given to children to enter the building on their own.

Staff Dress Code

Every staff member is expected to dress professionally. Appropriate attire for all staff is considered to be dress slacks, dress shirts, dress skirts, dresses, etc. On Fridays, or the last scheduled workday of the week, Bagley High School staff may elect to dress "casual for a cause". Nice jeans, capris, tennis shoes, and Flyer wear may be worn on "casual for a cause" day, with a \$1.00 donation, which goes to a worthy cause. The expectation is that even though the dress is casual, normal rigorous instruction will occur in all classes.

Lunch Account

All employees are welcome to purchase school meals. Please contact the Food Service Coordinator (Jennifer Hecht, Ext 3100) to activate your account. Lunch money may be added to your account through the Titan Online Payment Center or at the Elementary, High School, and District Offices. No charging is allowed.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations in the workplace. An employer must provide the following accommodations to a pregnant employee upon request, without asking for or requiring medical documentation such as a doctor's note: limits on lifting 20

pounds, access to seating, and more frequent or extended breaks to use the restroom and eat or drink water. Pregnant employees have the right to request and receive additional reasonable accommodations which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactation breaks and space Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. Retaliation prohibited It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/new-parents. **Minn. Stat. § 181.939**

Reporting an Absence

All staff members who know in advance that they will be absent should enter their request in the district's time tracking system, SMARTeR, as soon as they know they will need to be gone. The sooner the request is made, the better the chances of securing a substitute.

Absence-Type of Absence

A. Personal Leave:

Personal Leave requests must be requested using the district's time tracking system (these must be half or full-day requests) at least 3 days in advance, unless it is an emergency.

B. Illness:

If you are ill, enter the time-off request in the district's time tracking system and please notify the office secretary (High School call 694-3120 ext. 2100 Elementary call 694-6528 ext. 3106), you may wait and call her at 7:00 AM. The sooner you call, the more likely a substitute will be secured.

Resignations

It is expected of non-licensed staff to give the District a two-week advance written notice of resignation. Licensed staff should follow the notification requirements established by Minnesota law and applicable collective bargaining agreement. The written notice should be addressed to the District Human Resources and your immediate supervisor. Upon your separation of employment with the Bagley School District, you must report to your supervisor on the last day of work to return your keys, ID badge, and other district property.

Substitute Procedures

One of the most difficult jobs is that of a substitute teacher. The ability to secure subs is directly related to how well teachers prepare for the substitute and how well the students and staff treat the substitute while they are in the building. Knowing that good planning is the first step in any successful lesson(s), every classroom teacher will be expected to have plans available at any time. To ensure a smooth day for the substitute, please make sure your substitute folder is up to date and contains the following:

1. Up to date seating arrangements (with student picture)

2. Lesson plans which are complete and necessary supporting material
3. An emergency lesson plan
4. Directions for taking attendance and other procedural information
5. Any pertinent information about students that would be helpful in classroom management
6. Additional activities that may be completed by students if time permits

Always review with your students what you expect of them when you are not present. Let them know that you will accept nothing but 100% cooperation with any substitute teacher. Consider very strongly assigning student leaders for each of your classes. They can be a valuable asset to a substitute teacher.

When an Injury Occurs at Work

- If it's an emergency, call 911 or get the employee to an emergency care facility.
- For all non-emergency injuries, the employee and his or her supervisor call the MEDCOR Work Injury Hotline together immediately at 1-855-736-9482. If no supervisor is available, the employee can call alone. The registered nurse who answers the phone will give the injured employee a treatment recommendation, and report the injury to the district's current work comp provider.
- All injuries need to be reported to your supervisor within 48 hours of the injury taking place. The sooner an injury is reported to your supervisor, the better.
- Paperwork/after visit summaries with treatments, recommendations, restrictions etc from doctor visits must be brought to Nichole Ekre in the District Office.

PAY

Wage Statement

~~*Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.*~~

Wage Disclosure Protection Notice

Notice to employees – Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5075 or 800-342-5354. **Minn. Stat. § 181.172**

Direct Deposit

The District requires all employees to receive their wages through direct deposit, in accordance with **School Board Policy 458 – Direct Deposit** and Minnesota law. Employees must complete the required direct deposit authorization before receiving payroll payments.

Employees are responsible for notifying HR in the District Office of any changes to their banking information to ensure timely and accurate payment of wages. Employees who have not submitted the required direct deposit authorization before payroll processing may experience a delay in receiving their wages. Until direct deposit is established, payroll payments will be mailed to the employee's address on file.

For complete information regarding direct deposit requirements and procedures, refer to **School Board Policy 458 – Direct Deposit**.

Electronic Pay Stubs

~~You can view your paystubs via our online payroll system, SMARTeR. If you have any questions contact Nichole Ekre in the District Office at 694-6184 ext. #3101 or nekre@bagley.k12.mn.us.~~

~~Pursuant to MN Statute 181.032 an employee may request to receive a paper copy of their pay stub rather than an electronic copy by submitting a written request to payroll@bagley.k12.mn.us or to Nichole in the District Office. Written requests can be in the form of paper or email communication.~~

Electronic Earnings Statements

Employees may access their electronic earnings statements (pay stubs) through the District's online payroll system, SMARTeR. If you have questions or need assistance accessing your earnings statements, please contact Payroll/Human Resources in the District Office at (218) 694-6184, Ext. 3101, or by email at either payroll@bagley.k12.mn.us OR nekre@bagley.k12.mn.us

Employees may request to receive a paper copy of their earnings statement instead of an electronic copy. Requests may be submitted in writing to the District Office or by email to either payroll@bagley.k12.mn.us OR nekre@bagley.k12.mn.us
Paper copies will be provided at no cost to the employee. **Minn. Stat. § 181.032**

BAGLEY SCHOOLS SUPERVISION AND DISCIPLINE

Supervision and discipline are the responsibility of every adult in the school. All staff members are expected to appropriately confront the inappropriate behavior that they witness in the hallways, restrooms, commons, and classrooms. Only when we are all on the same page and consistently confront inappropriate behavior in school will school-wide behavior improve. Staff members are expected to be in the hallways before and after school and during passing times when possible.

Supervision

Supervision is the job of every adult in the school building. Visibility is a great deterrent to inappropriate and bullying behavior. Supervision does not mean standing around and talking to other adults. Supervision means greeting, speaking with and monitoring students and their interactions with each other. This is not to say that we don't want to see collegiality between staff in the hallways. This can be accomplished while monitoring and interacting with our students.

Hallway Supervision

All teachers should be out in the hallways near their classrooms ready to greet students before and after school as students are getting ready to enter/leave the building. The exception to this is if you are assigned a duty or if you are meeting with a parent or student in your classroom. Visibility is also necessary during passing time.

Bus Supervision (High School)

Teachers on bus supervision should be in the bus loading area from the time the first bus drops off students and until the last of the students enter the building. Except in extreme weather, teachers should be outside greeting the students, monitoring their behavior and making sure they enter the building.

If you know that you will not be in school and have a duty, please find a colleague who will take the duty, as substitute teachers may not know our students & are generally not as effective on bus or parking lot supervision.

Locker Room and Weight Room Supervision

During the times in which students or team members are utilizing the locker rooms, Physical Education instructors, the coach or assistant coach is to supervise their students until the last student leaves the premises. Following this, the instructors/coaches/sponsors are to fully secure the locker room and exit doors to the school utilized by the team.

Discipline

For any discipline to be effective, each member of the staff must be involved. To be legitimate and accepted by students, it is necessary for all of us to apply the same principles to our school behavior that we expect from our students. Confronting unacceptable behavior must be consistently done by each and every staff member each and every day. The message sent to students when we ignore inappropriate behavior is that the behavior is acceptable.

The administration's philosophy of discipline is based on the following principles:

1. All students have the right to a safe and effective learning environment. No one has the right to interfere with this learning environment by his/her inappropriate behavior.
2. A major goal of discipline is self-control and is necessary for a student's emotional security and positive self-esteem. The other goal of discipline is to change behavior so the student can be successful in school.
3. Discipline should teach the student respect for him/herself, for other people and for property.
4. Establishing good discipline is the combined responsibility of all adults in the school building, students and parents. Attitudes of respect, good will, and concern for the welfare of all should be the basis of any corrective measure.
5. Teachers are responsible for classroom discipline. Students will have more respect for the classroom teacher if the teacher takes care of the majority of the classroom discipline. Classroom discipline should be clearly defined in the teacher's classroom management plan. Corrective action by the teacher and parent contact are prerequisites to office referrals.
6. In some cases, students must immediately be removed from the classroom. If a student's behavior is such that it is disrupting the ability of others to learn, or if the student challenges the authority of the teacher, that student must be removed from the classroom immediately. In such cases, parent contact may be made by the teacher as soon after the removal as is reasonable.

Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the

student from class pursuant to the procedures established by the School Board-approved discipline policy. “Removal from class” & “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires the removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.
5. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

Procedures for Removal of a Student from a Class

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

Responsibility for and Custody of a Student Removed from Class

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

Procedures for Return of a Student to a Class from Which the Student Was Removed

1. In most cases, a student will return to class the following day, or in the case of an elementary student, possibly later that same day. Students are responsible for coursework missed during the removal.

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

Procedures for Notification

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

Disabled Students; Special Provisions

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

Classroom Management Plan

Each teacher is expected to manage the students in their classroom. Good classroom management is necessary if learning is to take place. Students, parents, and administration need to be aware of individual teacher expectations. To ensure that the administration can support teacher expectations, each teacher will submit a classroom management plan to the principal. The classroom management plan should include, but is not limited to the following:

1. Student expectations for behavior, including being on time to class (see tardy policy & cell phone policy.)
2. Academic expectations, which if not met may be subject to consequences.
3. A plan of action, describing consequences when students do not meet expectations.

Referral Process

All staff members are expected to be familiar with the disciplinary guidelines as stated in the student handbook. Staff members are expected to confront behavior as it is observed. If a student does not respond appropriately to staff correction, the student will be referred to the office for the offense and/or insubordination.

Classroom behaviors should be addressed through the "step process", by which the staff member gives the student a warning (and documents the warning). If the behavior continues, the staff member will call the parent (documenting the call in Synergy). Classroom disciplinary referrals should not be sent to Administration until a parent has been called. However, any behavior that interferes with the ability of classmates to learn, or challenges the teacher's authority, will result in immediate removal from class. In this case, the classroom teacher should notify the office that the student is being removed, and the reason, and should direct the student to the office or positive action room. A referral should be submitted as soon as possible. In addition, the teacher should make parental contact as soon as possible after the student is removed from the classroom.

Hallway behaviors should be confronted as they occur. Staff redirection is the first step. If the student does not respond appropriately to staff redirection, staff should either accompany the student to the office or write a referral and submit it to the office. Staff should use their own discretion to determine whether the student needs to be immediately sent to the

office or be called down at the administration's earliest convenience. In general, any aggressive or disorderly behavior should be referred to the office immediately. In most cases, the office assumes responsibility for contacting parents for hallway behavior.

CLASSROOM PROCEDURES

Attendance

As with discipline, taking and keeping accurate attendance is everyone's job. Please record your attendance at the beginning of the class period. Make sure that you change any students who enter your class after you have taken attendance (absent to tardy). Attendance will be recorded on Synergy. It is every teacher's responsibility to check to make sure that attendance is accurate. Teachers should review the attendance report and make sure that students that were absent from their class are on the report and vice versa. Report any inaccuracies to the Office. If a student is absent it is the teacher's responsibility to provide the missing work to the student.

Leaving the Classroom (High School)

Students will not be allowed to leave the classroom without some type of hallway pass. The red clip-board pass will be used for all students leaving the classroom to go to the restroom, locker, drink, etc. We will continue to use the Student Pass Transfer book for students who will be gone for a longer period, for example to work with a special ed teacher, title teacher or paraprofessional, to see the nurse or guidance counselor. No student should be in the hallway without some type of pass. All passes out of class should be documented on the red clip-board.

In-school passes should be used when you wish to have a student excused from a class. If you want a student from a class, arrangements should be made with the teacher of that class ahead of time. If a student brings you an In-school pass to be excused from your class, you need not release the student if the pass has not been cleared with you. If a pass is sent to your room, for a student, from the principal/dean/counselor, etc. and you are giving a test or covering an area that the student should not miss, you need not send the student. Inform the office helper that the student will report later. If for some reason you cause a student to be tardy for his/her next class, an in-school pass should be given to that student to present to his next teacher. If a student had an out-of-school pass you must excuse that student unless unusual circumstances exist. If this is the case, contact the principal at once.

If your class leaves the classroom to do an activity outside, go to the Media Center or a computer lab, etc., please post a sign on your door stating where your class can be located. Always lock the classroom door when the class is out of the room.

Dismissal from Classes

Teachers are not to allow students to leave their classroom, gym, shop area, etc. before the dismissal tone has sounded or the designated dismissal time. Following dismissal, all teachers are to supervise the hallway adjacent to their classroom.

Classroom Care

Please keep your classroom or department neat and orderly. At the end of each period and especially at the end of the day have your students pick up all papers, straighten chairs or desks, etc. All classroom lights should be turned off when the room is not in use. Be cognizant of writing on desks and other destructive actions by students. Write these students up on a referral! If anything in your room needs repair or the attention of a custodian, complete a work order form and turn it into the Office.

Food and Beverages in the Classroom (High School)

Food and juice should not be consumed by students in the classroom or the hallways. All food and juice should be consumed in the cafeteria/commons. NO Energy Drinks should be consumed anywhere in the school building at any time, and no soda/pop should be consumed during the school day with the exception of lunch periods. Water in the classrooms is at the discretion of the teacher. The only exception to this is special parties approved in advance by the principal.

Preparing the classroom for custodians at the end of the day

To assist the custodians in getting the classrooms ready for the next day, classroom teachers are asked to do the following daily in your classroom:

- Ask students to pick up any item that will not be picked up by the vacuum, such as pencils, paperclips, large pieces of paper, etc. and throw them in the garbage
- Teachers, please set your garbage can by the door.

INSTRUCTION

Alternative Instruction

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

Classroom instruction needs to be planned and organized around the Minnesota State Standards for core area subjects, and National or Local Standards for non-core area subjects. Each teacher is expected to have a syllabus for each class, including their classroom management policy. Teachers are expected to become familiar with Bloom’s Taxonomy and best practices like Char Danielson’s framework for teaching, the AIW framework and incorporate these best practices into their instruction.

Weekly Lesson Plans

All teachers will submit their completed lesson plans. Lesson plans should include the objective for the lesson, benchmark, the corresponding standard, activities, and approximate time allocated for each activity. Lesson plans should be specific enough for a substitute teacher to follow. Lesson plans must be submitted digitally to the principal no later than 8am the first day of each week.

Emergency Lesson Plan

There are some lessons that are not appropriate for a substitute teacher to implement. All teachers should have an emergency lesson plan and supporting materials with their substitute folder for those times that the regular lesson plan needs to be executed by the teacher.

COMMUNICATION

Confidentially

Pay attention to the rule of confidentiality. We can share information that can help a student, However, we must not gossip with someone who has no need to know. This includes online-media. Talking about such information over social media such as Facebook or Twitter is prohibited by law.

Meet and Confer

The “Meet and Confer” process is established by law to open a line of direct communication between teachers and the School District. Discussions of submitted topics and the resulting exchange of points of view will result in closer cooperation between the two parties and will benefit both parties and the students of our District. Representatives of the Board of Education, the teachers and the Superintendent of Schools will meet regularly to consider items submitted in writing and signed by the submitter. Any topic may be considered but the committee will reject items that deal with conditions of employment or that are more properly dealt with through the grievance procedure as established in the Master Contract. The committee will establish its own procedures. The committee is not a decision-making group but will make its findings known to the Board of Education with whom the final decision on any matter will rest.

Cell Phones

All staff in the building should refrain from texting and speaking on their cell phones while in office areas, hallways, or in classrooms when students are present. You may use cell phones during your prep or your breaks.

Telephone Calls

Personal telephone calls should be made on personal cell phones during break/prep times, not on school phones. Students should not be allowed to use the staff/room telephones AT ANY TIME. Also, please protect your long-distance/copy machine access code number. Your access control number is CONFIDENTIAL.

Fax Machine

The school offices have a fax machine for school use only. No personal faxes may be received or sent.

Emergency Closing

All employees should tune in to the local designated radio and television stations or check the district webpage for the latest information regarding emergency conditions. A notification system has been established for all district employees to facilitate immediate communication during emergency conditions/closing employees are expected to fulfill their notification system responsibilities to ensure the safety of the students and staff.

Directory Information

~~It is the intention of the principal's office to make available to responsible requests by staff members, as has been done in the past, names, addresses, and home phone numbers of staff persons. If you do not want your name to be included on this list contact the principal by two weeks after the school year begins.~~

Staff Directory Information

The District may maintain an internal staff directory to facilitate District business and communication among employees. Employees who do not wish to have their personal contact information included, to the extent permitted by law and District practice, should notify HR in the District Office in writing.

For additional information regarding employee directory information and personnel data, refer to **School Board Policy 406 – Public and Private Personnel Data**.

E-Mail

~~All staff are required to read their email on a daily basis for important information regarding building announcements, testing information and emergency protocols.~~

District Email

District email the official method of communication. Employees are expected to monitor and review their District email on each scheduled workday for important information, including District announcements, emergency notifications, testing information, and other work-related communications.

Employees are responsible for maintaining their District email account and responding to work-related communications in a timely manner, as appropriate. Employees experiencing technical issues with their District email account should contact the District Technology Director for assistance.

Daily Bulletin (High School)

Contact the principal to determine open dates. All events must be scheduled through the Principal. Activity sponsors are responsible for placing events in the calendar, placing the information in the bulletin, three (3) days prior to the event & making necessary arrangements with affected persons.

Parent Communication

The more we communicate with parents, the easier our lives will be. It can be difficult, but with email and cell phones, communicating is easier than it has ever been. If you have an incident with a student that is concerning or if you send a student to the office on a referral, make sure you have contacted the parents in advance (or shortly after the incident if you must send the kid out of the room). It is always better if the parent hears your story before their child comes home. When communicating with parents, think about how you would want to be approached if you were in the parent's shoes. Always focus on your concern for the child and their education and how what they are doing is jeopardizing their learning.

Staff members are required to communicate with parents on a regular basis by the way of email, phone calls, US mail, etc. Teachers must call or email parents before they send a referral to the office for classroom behaviors. So, if you see a student begin with some bad habits, call the parent right away. Teachers should document their phone calls, emails, and letters sent in Synergy.

Parents are getting more used to checking on their children's progress electronically, which is why it is so important to make sure grading is up to date and attendance is accurate.

SYNERGY PARENT PORTAL/PROGRESS REPORTS/GRADE CHECKS

POLICY 461 PARENT REPORTING POLICY

SCHOOL BOARD ADOPTED: JANUARY 22, 2008

SCHOOL BOARD REVISED: NOVEMBER 7, 2016

TEACHERS ARE REQUIRED BY SCHOOL BOARD POLICY 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.

*This should be done by Tuesday of every week

Grading System (High School)

Evaluation of his/her students is one of the most important and difficult tasks of a teacher. It is important that you are able to support your evaluation with statistical evidence. One of the most important functions of a teacher is evaluation for diagnostic purposes. You are encouraged to keep careful records of each student's progress and provide proper follow-up in cases where student progress is poor. Diagnosis is just the initial step and must not be perceived as the completion of the teaching process. Statements providing information that will help a parent interpret their son or daughter's academic and social growth in school are often more meaningful than a simple letter grade standing alone on the card. A list of teacher comments is available and can be added to at any time. You are encouraged to use these comments when making your grade reports. Progress reports should also be used to keep parents informed of their children's progress or lack of it.

The Bagley High School system of marking is as follows:

- A** --Excellent: The student does more than is required and does it exceptionally well.
- B** -- Above average: The student does all that is asked and does it well.
- C** -- Average: The student does what is asked and does it satisfactorily.
- D** -- Below average: The student fails to do the work required or the work is not of a satisfactory standard, though not poor enough for failure.
- F** - Failure: The student fails to do the work required, and/or what is done is of poor quality.
- I** - Incomplete work. Must be made up within 2 weeks after the issuance of report cards.
- P** – Pass. The student has successfully completed coursework and tasks assigned.

*Suggested grading guideline – individual teachers 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

Weighted Grades:

A	=	4.500	C	=	2.500
A-	=	4.170	C-	=	2.170
B+	=	3.830	D+	=	1.830
B	=	3.500	D	=	1.500
B-	=	3.170	D-	=	1.170
C+	=	2.830	F	=	0.000

TEACHERS – if a student is at or near failing in your class, you must notify the parent (by phone or in writing) of this situation at least 2 weeks before the end of the quarter and document it in Synergy.

Teachers may also choose to print their own progress reports with detailed information about the student's progress in his/her class and may elect to mail them at any time during the year.

*TEACHERS MAY **NOT** ALLOW STUDENTS/STUDENT TA'S TO PUT GRADES OR TEST SCORES INTO THE SYNERGY SYSTEM.*

MINNESOTA ACADEMIC STANDARDS

Teachers are required to teach standards that have been assigned to your class.

COPY MACHINE

High School

Teachers may make copies directly from their classroom computers. Copies may be dropped off in the guidance office for printing a day in advance. All teaching staff will be limited to 20,000 copies annually. In order to make efficient use of budgets, teachers are asked to make double sided copies whenever possible. PROTECT YOUR ACCESS CONTROL NUMBERS—they are CONFIDENTIAL!! Additional copies must be approved by the building principal. However, with technology, we should work on minimizing our use of paper, using drop boxes, etc.

Elementary

Every Teacher will get \$100 a month to make copies. If you go over your monthly budget it will be deducted from the next month. (For example, in October a teacher spends \$120 dollars, then in November the teacher would have \$80) All copies made from any device (printers, color copier, or black and white copier) are counted in the teacher's budget. Prices are as follows:

- Black and white copies on the copy machines \$0.03 a copy (double sided is \$0.06)

- Color Copies on the copy Machine \$0.10 a copy (double sided is \$0.20) BW printers \$0.08 a copy (double sided is \$0.16)

*Jobs that are sent to copy central as a grade level will be split between the teachers in that grade level. Sports will make copies through the Athletic Director. The office will print all the report cards and Fast Bridge reports for conferences.

SCHEDULING OF EVENTS

Contact the principal to determine open dates. All events must be scheduled through the Principal. Activity sponsors are responsible for placing events in the calendar, placing the information in the bulletin, three (3) days prior to the event & making necessary arrangements with affected persons. Any student attending a field trip or participating in other (out of the classroom) school activities (regardless if occurring inside the school building or outside of the school building) must be passing all classes and not scheduled for any iss/oss suspensions –it is the responsibility of the activity sponsor in charge to check grades one (1) day prior to the trip.

Church Night

Wednesday night is reserved as CHURCH NIGHT in Bagley. The school cooperates with this by not scheduling activities for that night if possible. If for some reason it is necessary to schedule an activity on Wednesday night it must be cleared with the principal. By School Board policy, there can be no school events after 6pm.

School Activities Held on Sundays

If Sunday events are planned, Activity Sponsors must notify the Bagley Ministerial at least 4 weeks before the event.

Student Bus Trips

All field trips (elementary and high school) within ISD #162 - no charge. All other trips will be TBD per mile not to exceed TBD per student. Minimum number of High School students- 40. Staff and students on “during the school day” field trips must return to the School no later than 2:00 PM.

Transportation

Teachers, advisors and coaches will make arrangements for all bus transportation with the transportation director. The recommendations are as follows:

1. All activities that have a known schedule such as athletics, speech, math club etc. should submit schedules to the transportation director.
2. Additional activities in the athletic program not covered under #1 should be submitted to the athletic director for approval.
3. All other requests for buses not covered in #1 & #2 should be submitted to the principal for approval.
4. Requests not covered under #1. need to be made 5 days in advance to the appropriate person.
5. Exceptions to the timeline will be made when teams advance in tournaments.
6. Bus transportation/field trip forms are available in the high school office.

Transporting students

Staff members who are asked to transport students must be a licensed driver and must complete all the requirements to use the type three motor vehicle. In no instance should a student be allowed to be transported by other students. Only school vehicles are to be used to transport students. In general, only licensed school bus drivers will transport students.

Other staff members may transport students on approved trips with approved school district vehicles upon completion of appropriate training and review of their driving record.

Spectator Bus Supervision

The spectator bus policy for students is contained in the student handbook. If a chaperone on a spectator bus opens the school building for students to use the phone or wait for a ride, he/she must not leave the building until all students are out of the building and the doors are locked.

STUDENT INJURIES

When an injury occurs to a student the following actions are to be taken:

- 1) The student is to be examined by the school nurse if available, or the health aide, who is to contact parents by phone to notify them of the extent of injuries to receive permission to send the student for medical attention.
- 2) The teacher or staff person directly supervising the student at the time of injury is responsible for:
 - a) Arranging the above examination and conducting a follow up in the disposition of the case.
 - b) Filing a brief 'Accident Report' with the appropriate principal at the end of the school day.

***If the Spill Clean-up Kit in your room is more than five years old, please request a new one from the Head Custodian.

REQUISITIONS - INVENTORIES

Orders for supplies and equipment should result from careful planning. When filling out an online requisition form through SMARTeR, be sure to include all information necessary for ordering the item. If it is a textbook, be sure to include a quote from the company. If you are required to use a SpEd Requisitions please make sure to list any required MARRS numbers. Accurate inventories of all textbooks and equipment must be kept by teachers. They are due in the principal's office at the end of the school year and are part of the staff checkout procedure. Forms for these inventories are available in the principal's office or by electronic copy. All requisitions must be submitted online.

High School Student Activity Account

Bagley High School Student Activity Account is an account for specific extra-curricular activities. The student activity accounts are now under district control, as required by law.

- All purchases through the account must be approved by the advisor and principal. An online requisition using SMARTeR is required for purchases.
- All requests must be made in a timely manner.
- In the event a check is necessary, it will be issued through the District Office. If you are making purchases at a local business, please put the approximate amount that you will be spending for the year on the requisition.
- It is the advisor's responsibility to handle all monies, count cash and checks, complete a deposit request and send it to the District Office.

- Final payment will not be made unless a properly approved bill is on file in the District Office.
- Deficit spending of student activity accounts will not be approved!

FEES FOR MATERIALS (HIGH SCHOOL)

Grades 7-8 ART - All materials will be provided by the school and the students may keep the products.

Grade 7-9 Industrial Technology - The costs of materials for any optional project in Seventh, Eighth, Ninth grade courses, above and beyond the basic project must be assumed by the students themselves and they may keep the product.

Senior High Advanced classes - Materials for the basic project of the class will be provided by the school. If the student wishes to keep the project, they must pay the full price of the materials. If they do not wish to pay for the materials, the product becomes property of the school to be disposed of in whatever manner the administration determines. The cost of materials for optional projects above and beyond the basic project must be assumed by the students. Teachers will be responsible for keeping accurate financial records and turning them in to the office. Students must not be allowed to remove projects from the school until the materials have been paid for or they will receive NO CREDIT for the class. Where scholarship or Johnson-O'Malley funds are involved, turn in the bill to the office and it will be collected. If you have doubts about whether or not a student is being supported by scholarship or Johnson-O'Malley check with either of the high school counselors. Individual problems in implementing this policy should be brought to the principal. This policy will be in effect until changed by the administration.

Textbooks

When issuing textbooks, be sure to keep accurate records of the number of the book and its condition. At the end of the semester and/or year, books will be checked in by number and again noting the condition of the book. If there is any abuse or unusual wear of the book, an appropriate fine will be levied against the student. If a student transfers out of your class or leaves school, be sure that the text is returned to you.

FLYER SPORTS ACTIVITY PASSES AND GATE ADMISSION PRICES

Sports Activity Passes are available for purchase **online and** at the High School Office. Activity Passes may be used at all home football, volleyball, basketball, dance team, and hockey regular season events.

SCHOOL EMPLOYEE

- Free admission with your school ID (Employee only)
- \$25 off purchase of family pass

Purchase prices are:

Individual Adult Pass	\$75 \$60
Senior Citizen Pass (65 and older)	\$50 \$30

Family Pass (Same Household)	\$100 \$85
District Employee Family Pass (Same Household)	\$75 \$60
BHS Student Pass/ BHS Alumni (within 2 years)	\$50 \$35
District Employee Individual Pass	\$50 \$35

Regular Gate Admissions for Sports Activities will be as follows:

Adults	\$7
Students/Senior Citizen (65 or older)	\$5
Grade 2 and under	Free

Every person who attends home sporting events must show their Activity Pass or pay for admission.

CHAPERONING

The Board of Education believes that the Board, administration and chaperones share in the responsibility, directly and indirectly, for the planning, implementation and evaluation of all overnight trips and excursions sponsored by Independent School District 162. In addition, the Board of Education believes that the conduct and behavior of the student is the ultimate responsibility of the students and their parents. Prior to the authorization of any overnight trip, field trip or excursion, an itinerary must be approved by the appropriate administrator. The delineation of duties and delegation of responsibilities shall be understood and agreed upon by staff chaperones and administration, and one chaperone shall be designated as activity supervisor. The Board recognizes that chaperones have supervisory responsibilities throughout the duration of said overnight trips, field trips, or excursions. The Board further recognized that chaperones are responsible to be physically and mentally fit while on duty. Chaperones will be on duty or on call continuously until all chaperone responsibilities are terminated. Chaperones are expected to maintain appropriate discipline and to report serious problems to the appropriate administrator and/or the appropriate law enforcement agency on or before returning to the school. Concurrently, the Board recognizes the right of the chaperones to expect behavior which conforms with school rules, policies, and/or state law. Finally, the Board recognizes that:

I. On any school sponsored activity, field trips or excursion, the approximate ratio of chaperone to student is:

A. Overnight trips- 8 students to 1 chaperone.

B. Day trips- 30 students to 1 chaperone.

II. On any school sponsored activity, field trip or excursion, parents of students will be asked to assume a role in chaperoning by the activity supervisor.

III. On any school sponsored co-educational overnight activity field trip or excursion, there will be both male & female chaperones.

* Applications for field trips and approval forms are available in the office and must be turned in to the office 5 days prior to departure.

Chaperone Guidelines

Chaperones share a heavy responsibility with the activity supervisor. The supervisor must remain the ultimate authority in all matters. The supervisor is required to provide the necessary direction to chaperones & receive their cooperation to the fullest extent.

Duty Guidelines for Chaperones:

1. Chaperones will meet with the supervisor daily.
2. Know 'Policies Regarding Student Behavior' and enforce them.
3. Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
4. Emergency situations: immediate rational action may be necessary. When time permits, consult the supervisor.

5. Keep communication channels open between students, chaperones, bus drivers, and the supervisor.
6. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
7. Report any unusual behavior or information to the supervisor.
8. It is essential that chaperones supervise assigned students and areas to the best of their ability.
9. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
10. Chaperones shall not consume alcohol.
11. Chaperones should be dressed appropriately for the occasion.

STAFF TECHNOLOGY AND NETWORK ACCESS

524 Bagley Independent School District 162 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

Board Adopted: September 2, 2008

Board Revised: July 21, 2025

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

[Note: The 2025 Minnesota legislature amended Minnesota Statutes 125B.15 as follows: “A school district must prohibit, including through use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.”]

[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents may have the right at any time to investigate or review the contents of their child’s files and e-mail files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child’s individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

[Note: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or revisions in the school district policy.

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article. The Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals collaborated to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

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

Minn. Stat. § 13.32 (Educational Data)

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

Minn. Stat. § 121A.73 (School Cell Phone Policy)

Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)

17 U.S.C. § 101 et seq. (Copyrights)

20 U.S.C § 1232g (Family Educational Rights and Privacy Act)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Mahanoy Area Sch. Dist. V. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194 (2003)

R.S. v. Minnewaska Area Sch. Dist. No. 2149 894 F. Supp.2d 1128(D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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

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

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

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

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Use of Bagley School Name

The use of the Bagley School Name, Symbols, and Logos may be used only with the expressed consent of the Bagley School Board. This includes Social Media platforms.

Expectations of Staff

Technology serves to assist staff in fulfilling their job responsibilities. The district expects staff members to use the technology and network services as a learning and work tool and to attend technology training in order to be able to use it effectively. All staff members should serve as role models in this capacity. It is imperative also for staff to know and enforce the Student Acceptable Use Policy and to supervise the use of technology in their area. Federal, State, and local laws and district policies and guidelines must be followed. We encourage the use of online resources as educational tools

for students; however, we must comply with the request of parents for their child to remain off-line. In this event, alternate assignments need to be made available.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences may include discussion, disciplinary action (due process), and/or involvement of law enforcement agencies.

Policy 529 - NOTIFICATION TO STAFF REGARDING PLACEMENT OF STUDENTS WITH VIOLENT BEHAVIOR

Board Adopted: July 24, 2003

Board Revised: September 6, 2022

Purpose

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

General Statement of Policy

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

Procedure

- A. Any employee of the school district who becomes aware of any information regarding the violent behavior of any student in the building shall immediately report the information to the building principal.
- B. Upon receipt of the information, the administration shall determine the staff members or other employees of the school district whose work assignments reasonably require access to the information.
- C. A meeting shall be promptly convened for the purpose of notification. Persons present at the meeting will include a representative of the administration, any staff members determined by the administration to reasonably require access to the information, and any other staff members necessary to effectuate intervention services or conflict resolution.
 - 1. The administrator shall identify the student and the student's history of violent behavior.
 - 2. The persons present at the meeting shall discuss whether there is any need for intervention services, or conflict resolution or training for staff members.
 - 3. The persons present at the meeting shall be directed to not release any of the information obtained at the meeting to any other individual as the information constitutes private educational data.

4. The administrator shall advise any individual who was unable to attend the meeting what was discussed at the meeting.

D. Any decision regarding intervention services, or conflict resolution or training for staff members will be reviewed periodically to determine whether the services are still necessary or whether additional services are needed.

Drug-Free Workplace

The District is committed to maintaining a safe, healthy, and drug-free workplace and learning environment. Employees are prohibited from using, possessing, being under the influence of, manufacturing, distributing, or selling alcohol, illegal drugs, controlled substances without a valid prescription, cannabis products prohibited by law on school property, or other prohibited substances while on District property, during work hours, or while conducting District business.

Employees who are prescribed medication that may affect their ability to safely perform their job responsibilities should notify their supervisor, as appropriate. Employees are also expected to comply with all District drug and alcohol testing requirements, where applicable.

Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also result in referral to law enforcement when appropriate.

For complete requirements, definitions, exceptions, employee responsibilities, and enforcement procedures, refer to **School Board Policy 418 – Drug-Free Workplace/Drug-Free School.**

REPORTING CHILD ABUSE

The Minnesota Department of Education (MDE) is the agency responsible for assessing and investigating allegations of student maltreatment that occur in Minnesota public and charter schools (Minn. Stat. § 260E).

This includes allegations of maltreatment involving students 18 to 21 years of age, including students receiving special education services, up to and until graduation and the issuance of a secondary or high school diploma.

If you are working within the education system and suspect that a student is being or has been abused or neglected, you are a mandated reporter and are legally required to make the report to the responsible agency; reporting to your supervisor is not sufficient.

Who Are Mandated Reporters?

Mandated reporters include professionals and their delegates in the following fields: education, health care, social services, childcare, mental health, law enforcement, correctional services, and clergy. Persons required to make a report of alleged maltreatment are protected from retaliation if the report is made in good faith. School districts cannot retaliate against any employee who is required to report and cannot take any adverse actions against the employee for making the report. Adverse actions include, but are not limited to, demotions, suspension, or any change in the employee's assignment. The identity of a reporter is confidential and must be protected.

Who Should You Report To?

All reports of suspected child abuse or neglect should be submitted to the agency responsible for investigating the report. All reports of suspected maltreatment to vulnerable adults should be submitted to the Minnesota Adult Abuse Reporting Center (MAARC) via the MAARC website or by calling 1-844-880-1574.

- The Minnesota Department of Education (MDE) investigates reports of student maltreatment that occur in public or charter schools. Reports of maltreatment to students who are also vulnerable adults must be made to MDE and MAARC.
- County and tribal social service agencies investigate reports of child maltreatment that occur within the home, family childcare and foster care settings.
- The Minnesota Department of Human Services (DHS) investigates reports of maltreatment that occur to individuals receiving DHS licensed services including childcare centers and juvenile correctional facilities.
- Law enforcement investigates reports in which a violation of a criminal statute is alleged.

If you are uncertain about how or where to report, please call 651-582-8546.

What to Report

- Physical Abuse includes any physical, threatened, or mental injury inflicted on a child by a person responsible for the care of the child, other than by accidental means. Physical abuse in a school setting includes the use of corporal punishment or prohibited procedures.
- Sexual Abuse includes any act of criminal sexual contact by a person responsible for the child's care or by a person in a position of authority over the child. Sexual abuse also includes threatened sexual abuse.
- Neglect is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so; and the failure to provide appropriate care and supervision after considering the child's age, mental ability, physical condition, environment, and length of absence of the caregiver.

How to Make a Student Maltreatment Report

A reporting form and additional information are available on MDE's website: Minnesota Department of Education Student Maltreatment Program. Complete the form and submit via U.S. mail, fax or email to the Student Maltreatment Program.

- Email: Save the completed form and email to mde.student-maltreatment@state.mn.us.
- Fax: Fax the completed form to 651-797-1601.
- Telephone: Report via the 24-hour reporting hotline 651-582-8546. If you report by telephone and are a mandated reporter, you must follow up with a written report within 72 hours.
- Mail: Mail the completed form to: Minnesota Department of Education, Student Maltreatment Program, 1500 Highway 36 West, Roseville, Minnesota 55113.

What Happens Next?

1. Upon receipt of a report, the Student Maltreatment Program staff will assess the report and determine if the alleged conduct meets the criteria for an investigation.
2. MDE cross-reports all allegations of maltreatment to law enforcement as required by law.
3. MDE works cooperatively with law enforcement and the school on the investigation, or may conduct its own independent investigation.
4. Trained maltreatment investigators will conduct investigations and determine whether maltreatment occurred and who is responsible. The responsible party may be an individual, a facility (i.e., school), or both.
5. MDE investigators and law enforcement must be given access to related school records when they are needed to assess and conduct a maltreatment investigation. The Minnesota Government Data Practices Act does not prohibit schools from providing such information when maltreatment is being investigated.

The Final Report

- Upon completion of an investigation, MDE will issue a determination of whether maltreatment occurred and who is responsible.
- The report must protect the identity of the reporter, the student, the alleged offender, and witnesses.
- If maltreatment is determined, the determination must be provided to the victim's parents or adult student, the offender, school administrators, the school board, the appropriate licensing agency if the employee is licensed and any other agencies as required by law.
- If maltreatment is not determined, the determination must be provided to the alleged victim's parents or adult student, the alleged offender, school administrators, and the school board.

413 HARASSMENT AND VIOLENCE

Board Adopted: August 10, 1993

Board Revised: March 17, 2025

[Note: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, as defined in Minn. Stat. § 363A.03, Subd. 44, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

[Note: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below. A school board may choose whether to retain the phrase "including gender identity or expression" in light of the legislative amendment.]

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment;
- c. is regarded as having such an impairment; or
- d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

- a. the minor's parent or parents or the minor's legal guardian or guardians; or
- b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[Note: The 2024 Minnesota legislature revised the definition of "familial status"].

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[Note: In 2023, the Minnesota legislature revised the definition of ‘sexual orientation’ in the Minnesota Human Rights Act to read as provided here.]

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minnesota State Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any

harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

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

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

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota State Statutes chapter 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education) Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy) Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. Ch. 363A (Minnesota Human Rights Act) Minn. Stat. § 609.341 (Definitions) Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors) 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972) 29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act) 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504) 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights) 42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964) 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act) 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity) MSBA/MASA Model Policy 401 (Equal Employment Opportunity) MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy) MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

~~Injured Employee Return-To-Work Statement~~

~~Bagley Public Schools supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.~~

~~The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.~~

~~If you are injured at work, report the injury to your supervisor immediately, no matter how minor the injury is.~~

~~Sincerely,~~

Injured Employee Return-To-Work Statement

Bagley Public Schools is committed to providing a safe and healthy workplace and supports the timely return to work of employees who have experienced a work-related injury or illness. When medically appropriate, the District will make reasonable efforts to provide transitional or modified work assignments that are consistent with an employee's medical restrictions and operational needs.

Returning to work as soon as medically appropriate benefits both employees and the District by supporting recovery, maintaining workplace connections, reducing the impact of work-related injuries, and promoting a safe and productive work environment.

Employees who sustain a work-related injury or illness must report the incident to their supervisor immediately, regardless of the severity of the injury. Employees are also responsible for providing Human Resources in the District Office with any work status reports, medical restrictions, or return-to-work documentation received from their healthcare provider. For additional information reference **School Board Policy 741 - Workers Compensation**

413F Harassment and Violence Report Form

Board Adopted: August 10, 1993 Board Revised: August 20, 2018

Board Reviewed: July 15, 2024

INDEPENDENT SCHOOL DISTRICT NO. 162

General Statement of Policy Prohibiting Harassment

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, , as defined in *Minn. Stat. § 363A.03, Subd. 44*, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, as defined in *Minn. Stat. § 363A.03, Subd. 44*, or disability by any pupil, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____ Home
Address _____ Work
Address _____ Home
Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age
\ marital status \ familial status \ status with regard to public assistance \ sexual orientation, as defined in *Minn. Stat.*
§ 363A.03, Subd. 44 \ disability

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

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

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

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

Policy 413F – Page 1

INTENTIONALLY LEFT BLANK

BULLYING INCIDENT REPORT FORM

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.

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

Your Name: _____ Date of Incident: _____

Relationship to Victim: _____ Self _____ Parent/Guardian _____ Grandparent _____ Faculty/Staff
_____ Other (please list) _____

Did you witness the incident: _____ Yes _____ No if no, Name of person who reported this to you _____

Where did the incident occur: (please be specific) _____

Type of bullying: _ Verbal _ Non-Verbal _ Physical _ Cyber-Bullying _ Other, Types of bullying behavior involved, see reverse side

Name of person(s) being bullied: _____

Name of person(s) who is/are bullying: _____

Name of person(s) who were bystanders/witnesses: _____

Briefly describe the incident: _____

Has this incident happened before: _____ Yes _____ No If yes how many times: _____

How long ago did this happen: _____

CONTINUED ON BACK SIDE

Circle all behaviors that apply

PHYSICAL CONDUCT-*Harm to another's body or property*

- | | | | |
|----------------------------------|-----------|------------|---------------|
| -Threatening physical harm | -Pinching | -Tripping | -Scratching |
| -Making threatening gestures | -Biting | -Extortion | -Hair pulling |
| -Hitting | -Spitting | -Punching | -Slapping |
| -Cornering/blocking | -Kicking | -Theft | -Arson |
| -Destroying or defacing property | | | |

EMOTIONAL CONDUCT-*Harm to another's self-worth*

- | | |
|---|--|
| -Threatening to secure silence | -Name calling |
| -Challenging in public | -Taunting |
| -Insulting gestures | -Racial, Ethnic or Religious slurs or epithets |
| -Dirty looks | -Defacing or falsifying schoolwork |
| -Insulting remarks | -Insulting/degrading graffiti |
| -Harassing and/or frightening phone calls, emails, text or phone messages | |
| -Unwanted sexually suggestive remarks, images or gestures | |

RELATIONAL CONDUCT-*Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion*

- | | |
|---|---------------------------------------|
| -Using negative body language or facial expressions | -Threatening to end a relationship |
| -Gossiping | -Playing mean tricks |
| -Insulting publicly | -Starting/spreading rumors |
| -Exclusion | -Ignoring someone to punish or coerce |
| -Ostracizing/total group rejection | -Undermining other relationships |
| | -Arranging public humiliation |

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cell phones (i.e. text messages, photos, social media activity): _____

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report Date

DO NOT WRITE BELOW THIS LINE

Received by _____ Position _____ Date _____

Bagley Schools Guest Speaker Pre-Approval Form

Teachers requesting participation of a guest speaker must complete this form and submit to the principal at least 5 days prior to the guest speaker visit.

Teacher: _____ Date of Request: _____

Grade Level: _____ Scheduled Date for Guest Speaker: _____

Name of Speaker(s):

Organization Represented (Where applicable): _____

Topic of Speaker: _____

How is the Speaker qualified to address this topic?

How does this topic support your curriculum?

_____ Pre-Approval Granted

_____ Pre-Approval Denied

Principal or Designee's Signature

Date

INTENTIONALLY LEFT BLANK

MEETING OR WORKSHOP ATTENDANCE REQUEST

Name: _____ Destination: _____

Work Assignment: _____

Date of Meeting/Workshop: _____

Description of Meeting/Workshop: (This information is important please be thorough and attach additional information if more space is needed)

How will this meeting/training contribute to your improvement? _____

MEETING OR WORKSHOP BUDGET REQUESTS

Attach the workshop information and completed registration form with your request.

Please contact the Transportation Director 694-6122 or stdukeek@bagley.k12.mn.us to reserve your car!

Do you need a school car? _____ Yes _____ No Pick-up Date/Time: _____ Return Date/Time: _____

Names of passengers: _____

Do you need a sub? _____ Yes _____ No

Costs: Registration \$ _____ Lodging \$ _____ Meals \$ _____

Other Expense (please list) \$ _____

PRINCIPAL USE ONLY

Request is: _____ Approved _____ Not Approved

If not approved, Reason: _____

Principal's Signature

Date

DISTRICT OFFICE USE ONLY

Request is: _____ Approved _____ Not Approved

If not approved, reason: _____

Superintendent's Signature

Date

COPIES TO: Transportation Director, Appropriate Principal, Teacher making request, District Office.

Revised 7/20/2018

INTENTIONALLY LEFT BLANK

**HIGH SCHOOL
FIELD TRIPS, EXCURSIONS AND BUS REQUISITION FORM**

A. DATE & TIME OF EVENT: _____

B. LOCATION OF EVENT: _____

C. ACTIVITY GROUP & SUPERVISOR: _____

D. PURPOSE OF FIELD STUDY: _____

E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): _____

F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL
FACILITIES NEAR STUDY SITE(S)

G. SUBSTITUTE NEEDED: _____ YES _____ NO

H. TRANSPORTATION WILL BE REQUIRED: _____ YES _____ NO

I. NUMBER OF PASSENGERS: _____ NUMBER OF BUSES: _____

J. DISTANCE: _____ MILES @ _____ PER MILE = \$ _____

K. BUS WILL DEPART FROM: _____ DEPARTURE TIME: _____ AM/PM

L. BUS WILL RETURN TO: _____ APPROX. RETURN TIME: _____ AM/PM

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS OUTLINED ON THE BACK
OF THIS PAGE.**

Signature of Activity Supervisor Date

REQUEST IS: _____ APPROVED _____ NOT APPROVED PRINCIPAL'S SIGNATURE:
DATE: _____

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

Policy 610F2 - Board Reviewed - August 7, 2023

INTENTIONALLY LEFT BLANK

**ELEMENTARY SCHOOL
FIELD TRIPS, EXCURSIONS & BUS REQUISITION FORM**

- A. DATE & TIME OF EVENT: _____
- B. LOCATION OF EVENT: _____
- C. ACTIVITY GROUP & SUPERVISOR: _____
- D. PURPOSE OF FIELD STUDY: _____

- E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): _____
- F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL FACILITIES NEAR STUDY SITE(S) _____

- G. COST PER STUDENT: _____
- H. TRANSPORTATION WILL BE REQUIRED: _____ YES _____ NO
- I. NUMBER OF PASSENGERS: _____ NUMBER OF BUSES: _____
- J. DISTANCE: _____ MILES @ _____ PER MILE = \$ _____
- K. BUS WILL DEPART FROM: _____ DEPARTURE TIME: _____ AM/PM
- L. BUS WILL RETURN TO: _____ APPROX. RETURN TIME: _____ AM/PM

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS OUTLINED ON
THE BACK OF THIS PAGE.**

Activity Supervisor Signature: _____ Date: _____

Request is: _____ Approved _____ Not Approved

Principal's Signature: _____ Date: _____

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

2026-2027 School Calendar

Bagley Public Schools
202 Bagley Avenue NW
Bagley, MN. 56621
Phone 218-694-6184
www.bagley.k12.mn.us

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4		5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep 1	PreK-6 Staff Development
Sep 2-3	PreK-12 Staff Development
Sep 7	Labor Day
Sep 8	Student's First Day
Sep 23	Two hour late start
Oct 8	Grade 7-12 Conferences 4:00-7:30
Oct 15-16	MEA & Conference Exchange Day
Oct 21	Two hour late start
Nov 6	End of 1st Quarter
Nov 18	Two hour late start
Nov 19-20	Grade K-6 Conf 3:30-7:30 / 8:00-3:30
Nov 20	Grade 7-12 Staff Development
Nov 26-27	Thanksgiving Break
Dec 2	End of 1st Trimester (Grades 7-8)
Dec 10	Grade 7-12 Conferences 4:00-7:30
Dec 16	Two hour late start
Dec 23-Jan 1	Holiday Break
Jan 18	MLK Day - K-12 Staff Development
Jan 20	Two hour late start
Jan 22	End of 2nd Quarter
Feb 12	Conference Exchange Day
Feb 15	Presidents' Day
Feb 17	Two hour late start
Feb 25	Grade 7-12 Conferences 4:00-7:30
Mar 5	End of 2nd Trimester (Grades 7-8)
Mar 17	Two hour late start
Mar 25	End of 3rd Quarter
Mar 26	Spring Break
Apr 8-9	Grade K-6 Conf 3:30-7:30 / 8:00-3:30
Apr 9	Grade 7-12 Staff Development
Apr 21	Two hour late start
Apr 29	Grade 7-12 Conferences 4:00-7:30
May 19	Two hour late start
May 27	Students' Last Day
May 28	K-12 Staff Development
May 31	Memorial Day

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Notes
Virtual / Flex Learning Days for weather closures
School Board Approved: 2/2/26

Events (Start at 6:30 pm)
May 25 Senior Awards Banquet
May 26 Baccalaureate
May 28 Graduation

Number of Days
170 Student Days
178 Teacher Days

INTENTIONALLY LEFT BLANK

INTENTIONALLY LEFT BLANK

YOUR SIGNATURE IS REQUIRED TO ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND THE 2026-2027 STAFF HANDBOOK

Print name

Signature

Date