

# Bagley Elementary School Handbook Signature Page

By signing this form, I certify that I have received,  
understand, and agree to the terms of the **2026-2027** Bagley  
Elementary School handbook.



**Student**

**Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**DIRECTORY INFORMATION**

INDEPENDENT SCHOOL DISTRICT 162 – BAGLEY

|                                                                                                             |          |
|-------------------------------------------------------------------------------------------------------------|----------|
| District Office/Superintendent                                                                              | 694-6184 |
| Elementary Office/Principal                                                                                 | 694-6528 |
| Jr./Sr. High School Office                                                                                  | 694-3120 |
| Community Education, Early Childhood Family Programs<br>(ECFE, School Readiness, Early Childhood Screening) | 694-3232 |
| Transportation Director                                                                                     | 694-6122 |

\*\*To see a complete directory please visit our website.

### **BAGLEY SCHOOL DISTRICT VISION**

Pursuing Educational Excellence for All – Provide a learning environment which inspires and prepares each student to achieve his/her dreams, contribute to community, and engage in lifelong learning.

### **POLICIES AND PROCEDURES**

#### **PLEDGE OF ALLEGIANCE POLICY**

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

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

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

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

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

#### **NOTICE TO PARENTS**

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

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

#### **CHANGE OF FAMILY INFORMATION**

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

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

### CUMULATIVE RECORDS

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

### DIRECTORY INFORMATION

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

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

### INSURANCE/ACCIDENTS

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

### LOCKS and LOCKERS

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

### PASSES

Passes will be issued to students with parent or guardian permission only. Parents must send a note, e-mail, or call the office by 1:00 pm. No passes will be issued after 1:00 pm.

### STUDENT DROP OFF

Student drop off is the south cafeteria doors (Door 4). The parents are to drop the students off, not park or block the area. The drop off time is 7:45-8:30. On late start Wednesdays or 2 hour late starts due to weather the drop off time is 10:00-10:30.

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

Students who have a pass may be picked up in the east parking lot. Parents are to stay in their vehicle and students will be called out to your vehicle.

### PETS IN SCHOOL

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

### SCHOOL CLOSING NOTICE/EMERGENCY CLOSING

In the event of extreme weather conditions or emergency circumstances, school may be closed by the Superintendent. Official announcements will be made with our school's automated calling system as well as over the radio station.

### SCHOOL GUESTS

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

### VISITORS/VOLUNTEERS

~~Parents/guardians/visitors will need to make an appointment to visit with teachers or administration.~~

All school doors will be locked for building security reasons during school hours. Visitors and late students need to be buzzed into the main entrance of the building (Door 1) and should report directly to the Main office. All visitors are required to register at the main office, including showing a government issued photo ID (such as a driver's license). All visitors MUST wear a visitor name tag at all times while in the building, and return it to the office upon leaving. If a staff member wants a visitor to be allowed entrance, they shall notify the office secretary of the approved visitor's name. Any visitors not requested by a staff member will NOT be allowed access to the building. (This includes former students. If a former student wants to visit, they must have a staff member pre-approve their coming to school). If the purpose of the visit is an observation of a classroom or teacher or school functions, pre-approval from the Principal (or designee) is required. Bagley students are not allowed to bring visitors. Student visitors are only allowed for open enrollment considerations with the approval of the Principal (or designee). Parents must call and arrange the visit in advance and must accompany the student on the visit. Parents are allowed to visit with their child on a one-on-one basis, but cannot attend/visit classes because of confidentiality of other students. Any person who is in the building during the school day without permission may be charged with trespassing.

### NOTIFICATION OF PESTICIDES

Minnesota law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the applications of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the Superintendent. The four annual pesticide applications will be provided during the evenings when students and staff are not to be present.

## PRE-SCHOOL INFORMATION

## ENTRANCE AGE

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

## PRESCHOOL INFORMATION

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

## ATTENDANCE

### STUDENT ATTENDANCE

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially and provides opportunities for important communications between teachers and students. It is the responsibility of the parent or guardian to ensure the students school attendance; to inform the school when there is an absence; and to work cooperatively with the school to solve any attendance problems that may arise.

*\*For detailed information regarding School District Policy #503, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### ELEARNING/FLEX LEARNING DAYS

On days when school is canceled due to inclement weather or other unforeseeable events, students and teachers will utilize developmentally appropriate resources to communicate and engage in flexible learning experiences that are related to current classroom curriculum goals and skills. Bagley Public Schools will utilize Flexible Learning Days beginning on the first day when school is canceled due to inclement weather or other unforeseeable events and beyond during the school year. Due to the utilization of Flexible Learning Days NO additional days will be added to the school calendar at the end of the year to make up for days that may have occurred. If possible, prior to a Flexible Learning Day, teachers will inform students of said teacher's preferred method of students accessing Flexible Learning Day activities and/or assignments.

When possible, teachers will monitor school email to answer questions and provide feedback to students and parents between 10:00 AM and noon and between 12:30 and 3:00 PM. For graded assignments and/or activities assigned directly on a Flexible Learning Day, teachers will allow students two additional school days to complete and submit said assignments and/or activities; this is in consideration of students with inconsistent or non-existent Wi-Fi and/or network connectivity. After two days and if the assignments are not submitted they will be marked absent for the day.

## ACADEMICS/INSTRUCTION

### FIELD/STUDY TRIPS

Field or Study trips may be offered to supplement student learning. There may be costs for these field trips including admission fees/transportation costs or other costs of this field/study trip. Only students in the particular classroom/grade-level at Bagley Elementary will be allowed to attend the trip. In order to be a chaperone for a field trip of any type, one must be at least 18

years of age and will have passed the criminal background history check. Your signature on this handbook gives permission to attend walking field trips. You will receive a permission slip for all other field trips. Siblings will not be allowed on field/study trips. A mileage fee will be assessed for all trips outside the boundaries of the school district. Parents will be notified of the total cost of the trip, including admission fees and other costs by the classroom teacher. Students must come to school the morning of the field trip and ride the school transportation. Chaperones must follow the guidelines of chaperoning a field trip.

### HOMELESS EDUCATION

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

### MEDIA CENTER

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

### NON-DISCRIMINATION STATEMENT

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

### REPORT CARDS/GRADING SCALES

#### Grading Scale K-2

4= Outstanding above 90%

3= Good 80%-89%

2= Acceptable 70%-79%

1= Minimally Acceptable 60%-69%

#### Grading Scale 3-5

Specialists/Work Habits

4= Outstanding above 90%

3= Good 80%-89%

2= Acceptable 70%-79%

1= Minimally Acceptable 60%-69%

#### Subject Grading

A= 90% and above

B= 89%-80%

C= 79%-70%

D= 69%-60%

F= 59% and below

## SECTION 504 STATEMENT

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

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

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

## TESTING PROGRAMS

Bagley Elementary evaluates student academic progress using a variety of assessments during the school year. Standardized tests we administer include: the Minnesota comprehensive Assessment II (MCA-II) and FastBridge.

## TITLE I

Bagley Public School recognizes that students may need the extra assistance available through the Title I program to reach the state's high academic standards. Bagley Public School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

## BEHAVIOR/DISCIPLINE

### BULLYING PROHIBITION POLICY

Purpose:

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

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities. Such behavior can be verbal, non-verbal, in writing or in any electronic form. This policy applies not only to students who directly engage in bullying but also to students who, by their indirect behavior, condone or support a student's act of bullying. Bystanders can also receive disciplinary consequences if their behavior is found to be indirectly supportive of the bullying behavior. *\*For detailed information regarding School District Policy #514, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## HAZING PROHIBITION

### I. SUMMARY OF BAGLEY SCHOOLS POLICY ON HAZING

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

II. PURPOSE: The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### DRESS CODE POLICY

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and appropriate dress are vital to the success of an individual and to those with whom the student shares a classroom or locker. Students must wear appropriate outdoor gear in order to participate in outdoor activities.\**For detailed information regarding School District Policy #504, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### HARASSMENT AND VIOLENCE

#### General Statement of Policy

It is the policy of Independent School District No. 162 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.\**For detailed information regarding School District Policy #413, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### SCHOOL WEAPONS

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, including, but not limited to, any firearm, whether loaded or unloaded, all knives, including all look-alikes. Appropriate discipline and disciplinary action will be taken against any person who violates this policy.

\* *For detailed information regarding the School District Policy #501, please request copy from the Elementary or Superintendent's Office.*

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

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband. Lockers and desks are the property of

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

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

#### SELLING ITEMS ON SCHOOL GROUNDS

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

#### STUDENT DISCIPLINE

Bagley Elementary School utilizes positive behavior interventions to help guide students regarding their behavior decisions. If a staff member determines that a student's behavior is interfering with another student's ability to learn or a staff member's ability to teach, the student will be provided with the opportunity to correct those behaviors through various options.

#### POSITIVE BEHAVIOR INTERVENTION

Positive Action is based on the intuitive philosophy that we feel good about ourselves when we do positive actions. The Thoughts-Actions-Feelings Circle (TAF) illustrates how this works in life: our thoughts lead to actions and those actions lead to feelings about ourselves, which in turn lead to more thoughts. When this cycle is positive, students want to learn. When this cycle is negative, students do not want to learn. The essence of the program is to emphasize those actions that promote a healthy and positive cycle. The Positive Action program works through these concepts in a systematic way. Along with this program, we have implemented The Positive Action Room. This room is in our school to help reinforce positive actions and remind students of the good feeling they get about themselves when they choose to make positive choices. The Positive Action room is designed to be a positive and safe environment that provides time away for the student to calm down, and so we can prevent any behaviors from escalating further. We want to teach them to become aware of their emotions so that learning can occur for them. If your child comes home with a Positive Action reflection worksheet, know that they have worked through their actions with one of our Positive Action team members that day. These worksheets are sent home so you are aware of the choices they made that day as well as the ways they worked through them.

#### DISCIPLINARY GUIDELINES

All disciplinary action is subject to the discretion of the principal. Following are the general guidelines that provide a range of penalties, which may vary depending on the situation. Every

attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses in each level may be subject to the strictest disciplinary action, at the discretion of the principal. Any student that is suspended out-of-school, must have a readmission meeting with a readmissions plan before the student will be allowed back in school. The meeting must include the following people: The Student, Parent, Principal and/or Dean of Students.

## **FOOD SERVICE**

### **BREAKFAST/LUNCH/MILK BREAK**

The Bagley Public Schools participate in the National School Lunch Program with regulations requiring that each school lunch menu must be planned to include the following five food items: milk, meat/meat alternate, vegetable and/or fruit (two items) and bread/bread alternate.

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

Students will receive one free breakfast and one free lunch. If students would like extra milk with their lunch, they will need money in their lunch account to make that purchase.

### **SNACK & MILK BREAK**

All treats must be commercially prepared. No home baked treats can be shared in school. However, students may bring their own snack (homemade or store bought) from home for milk break. Milk tickets for milk break may be purchased in the Elementary Office. Only milk or water may be consumed in the classroom. Students are encouraged to have a water bottle. Students may not keep food overnight in their lockers. It needs to be consumed at snack time or taken home at the end of the day.

### **VENDING MACHINES & ENERGY DRINKS**

Vending machines will not sell soda-pop or candy prior to 3:30 pm. These machines can be shut down by school officials if circumstances warrant it. (Example - materials left in the lunchroom or any vandalism in school buildings). Students violating this will have any food or liquid taken away from them and thrown away by any staff member. For health and safety reasons BES is banning the consumption/possession of high energy drinks on campus. These energy drinks include but are not limited to the following: Full Throttle, Monster, Amp, Red Bull, etc. Students violating this will have any food or liquid taken away from them and thrown away by any staff member. Repeat offenders will be subject to other disciplinary measures.

## **HEALTH SERVICES**

### **HEALTH OFFICE**

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

completed and signed by the parent. The medication is brought to the school by a parent in the original container. These requests are made by the school to ensure your child's safety. The forms are available in the School Health Office or the Elementary Office.

The health office conducts the following screenings:

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

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

## ILLNESS

**Your child must stay home from school if they are exhibiting signs of illness such as:**

**Fever:** A child must stay home if a temperature greater than 100 degrees or higher in the past 24 hours (without use of fever-reducing medication). Exclude until temperature returns to normal for at least a 24 hour period.

**Vomiting or diarrhea:** A child must stay home if they have had vomiting or diarrhea within the past 24 hours.

**Pertussis (whooping cough):** A child must stay home for 5 full days for antibiotic treatment before returning to school.

**Chicken pox:** A child must stay home from school until vesicles become dry.

**Streptococcal sore throat:** A child must stay home from school until 24 hours after antibiotic treatment is started, and the child is without fever.

**Scabies:** A child must stay home from school until 24 hours after treatment begins.

**Pink eye:** A child must stay home from school during acute stages (eye draining purulent discharge). May return after 24 hours after physician recommended treatment.

**Impetigo:** A child must stay home from school until 24 hours after treatment, and sores are drying or improving.

**Infectious Mononucleosis:** A Physician's note to return to school.

## HEAD LICE/NO NIT POLICY

The school does maintain a "no viable nit" policy and it is strictly enforced. This means that all viable nits, those cemented to hair shafts, very close to scalp, must be removed from the hair before a student may be allowed back to school. We expect that most families with students who have had head lice will be able to return to school by the following day with proper treatment. Students who do not return to school the following day, must have a parent/guardian call the School Health Office at (218) 694-6528 ext. 3215, of progress or that student will have an unexcused absence for that day. Extended absences beyond 48 hours or 2 school days without parent/guardian contacting the principal's office at (218) 694-6528, will be recorded as unexcused. For more information on how to get rid of head lice call the Clearwater County

Nursing Service at (218) 694-6581. *\*For detailed information regarding School District Policy #561, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### IMMUNIZATION RECORDS

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

### RECESS

#### Weather Guidelines

Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the school day. The school's office will use below -10° Fahrenheit to keep children inside at which time an inside recess period will be designated by the classroom teacher. When the temperature is -10° or colder, the paraprofessionals will also remain inside. This includes the pure temperature of -10° and/or wind-chill of -10°.

### ELECTRONICS

#### CELL PHONES

Cell Phones & Personal Electronic Devices (CP-PEDs) not issued by the School District, are prohibited from using CPPEDs that include but are not limited to the following: bluetooth devices, (I-pod), tablets, handheld computers, or video games. Cell phones must not be on the person and remain in lockers, backpacks and turned off. Cell phone use and photographs are prohibited in locker rooms, bathrooms, and during assemblies. Students shall not photograph or record audio or video of other students, school employees, or other individuals without their knowledge and consent on school property, including on school-provided transportation or school-sponsored activities. If the school district has a reasonable suspicion that a student has violated a school rule by use of a CP-PED, the school district may search that device and if applicable, it may be turned over to law enforcement. School District #162 will not be held responsible for loss/theft/or destruction of the CP-PEDs. Consequences for students who are not following CP-PEDs policy will vary depending on the nature and severity of the misconduct, and could result in loss of cell phone privileges at school. For violations that involve simply using a device during an unauthorized time without any aggravating factors, the following standard consequences will apply.

1st Offense: Teacher/Administration will take CP-PEDs from students if found having the phone in their possession and not in their locker. The teacher will keep the phone until the end of the day. The teacher will call home and write a referral in Synergy as their first offense.

2nd Offense: Teacher/Administration takes CP-PEDs and turns it into the office until the end of the day. The student's parents will be contacted by administration to pick up the CP-PEDs from the office.

3rd Offense: Teacher/Administration takes the CP-PEDs and turns it into the office and writes a referral. The student's parents will be contacted by administration to pick up the CP-PEDs from the office. A parent meeting at this point will need to take place in order to formulate a plan.

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

## VIDEO RECORDING POLICY

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

## **BUSES/MAINTENANCE**

### DISTRICT BUS REGULATIONS

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

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

### SCHOOL BUS REGULATIONS

Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. *\*For detailed information regarding School District Policy #709, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## XII TECHNOLOGY

### COMPUTER LABS AND TECHNOLOGY

Bagley Elementary School utilizes iPads in our 1:1 iPad Initiative for all students grades Kindergarten through 6. Use of these computers is a privilege, not a right. Students must agree to abide by the Acceptable Use Policy, which was adopted by the school district to ensure proper use of the computers and our network. Inappropriate use will lead to consequences requiring office action. *\*For detailed information regarding School District Policy #524, please go to the school website or request a copy from the Elementary or Superintendent's Office.*