

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: December 28, 2016

A Regular School Board Meeting of the Board of Education will be held January 3, 2017 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. ORGANIZATION OF THE BOARD**

A. Nominations for Board Chairperson

B. Nominations for Board Clerk

C. Nomination for Board Treasurer

D. Set Board Meeting Dates and Time

Current

First and third Mondays of each month at 7:30 p.m. unless there is a conflicting holiday.

E. Official Newspaper

Current

Farmers Independent

F. Official Depositories for School District

Current

First National Bank, Bagley, MN

Minnesota School District Liquid Asset Fund - \$0

USBank - \$0

PMA/MN Trust - \$0

BMO Harris Bank

G. Set School Board Salaries

Current:

Chairperson - \$135/month

Clerk - \$130/month

Treasurer - \$130/month

Directors - \$120/month

One-half of the regular salaries shall be paid for Special School Board meetings. A Special School Board meeting is considered to be any meeting beyond the two regular meetings a month. Salaries of the members of the Negotiations Committee shall be \$1,500/year.

Mediation and arbitration meetings - \$150/day. Ongoing committee such as Leadership Teams - \$150/day - \$75/half day.

- a. No more than two absences per pay period (6 months)
- b. Absences in excess of 2 per pay period will not be paid out
- c. Any special meeting missed would not be paid regardless
- d. Mileage for said missed meetings would not be reimbursed

#### H. Mileage Reimbursement

##### Current

Reimbursement for those who travel on school business at \$0.50/mile. When personal vehicles are used for travel at the request of the employee, no reimbursement will be made unless the transportation director confirms a school vehicle was not available.

#### I. Meal Reimbursement

##### Current

- A. Breakfast - \$7.00
- B. Lunch - \$9.00
- C. Dinner - \$15.00
- D. \$31/day may be used for one, two or three meals if gone all day.
- E. Board members receive full reimbursement for meals and lodging.

Receipts must be submitted to the School Accountant in order to be reimbursed.

#### J. School Attorney

##### Current

Ed Rasmussen

Kennedy and Graven, Minneapolis, MN

#### K. Committee Assignments

##### Current

District Advisory Committee: Toby Anderson, Amy Fontaine, Steve Cairns

Negotiations Committee: Steve Cairns, Adam Broden, Kathy Clark, Toby Anderson and LeAnn Agnes(alternate)

Transportation Committee: Wendy Fultz, Amy Fontaine

Community Education Committee: Amy Fontaine

BRIC: LeAnn Agnes

Meet and Confer: Steve Cairns, Adam Broden, Kathy Clark, LeAnn Agnes

Athletic Committee: Toby Anderson and Kathy Clark

Security Committee: Wendy Fultz, Amy Fontaine and Kathy Clark

Wellness Committee: Adam Broden, Amy Fontaine, LeAnn Agnes and Steve Cairns

Pine to Prairie Committee: Kathy Clark

School Forest Committee: Steve Cairns and LeAnn Agnes

L. Caretaker/Manager of the Imprest Fund

Current

David Decker, Business Manager

Jennifer Hecht and Angela Gerbracht are authorized to sign checks in this account.

M. Recorder of the Minutes for ISD #162

Current

Jennifer Hecht

N. High School Auxiliary Account Caretaker/Manager

Current

Carrie Ham and Kim Halverson to sign and validate checks and disbursements of funds from the Bagley High School Auxiliary Account and naming David Gooch as the Caretaker/Manager of the account.

O. Bagley Elementary Auxiliary Account

Current

Dixie Boe to sign and validate checks and disbursements of funds from the Bagley Elementary Auxiliary Account and naming Lee Furuseth as the Caretaker/Manager of the account.

P. LEA Resolution

Current

The Local Board of Education of Independent School District #162 has authorized Steve Cairns, at a monthly meeting held on January 3, 2017, for the calendar year 2017 to act as the LEA Representative in filing an application for funds as provided under Public Law 103-382. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. Lee Furuseth is authorized as Contact Person for Title I and Title II Part A.

Q. MSHSL Representatives

Current

Governing Board Representative: Amy Fontaine

Boys Sports Representative: Doreen Zierer

Girls Sports Representative: Doreen Zierer

Speech Activities Representative: Hold

Music Activities Representative: Joshua Gunderson

Designated Representative: Steve Cairns

R. PL 88-352 Title VII Part A Indian Education

Current

Naming Superintendent Cairns as official representative in applying for funds under PL 88-352 Title VII Part A Indian Education and that application for these funds are made. Further, that Carol Vik be named as Indian Education Director for the calendar year 2017.

S. Public Law 81-874 Impact Aid

Current

Naming Superintendent Cairns as official representative in applying for funds under Public Law 81-874 Impact Aid and Janice Goodwin to make application for these funds.

T. Approve Payments of Bills

Current

Authorizing the Board Treasurer to approve payments of bills for all months during the year the Board of Education meetings do not coincide with the District's normal disbursement schedule.

U. 2016 Legislative Liaison for the Bagley Board of Education

Current

Adam Broden

**3. PREVIEW OF AGENDA**

*During this time any board member may pull any item(s) from the Consent Agenda*

**4. ADDITIONS TO THE AGENDA**

A. EFT Transfers

To authorize David Decker and Angela Gerbracht to make electronic fund transfers.

B. Board Members Employment

- 1) Jamie Grover - substitute teacher
- 2) Amy Fontaine - coaching and activities worker
- 3) LeAnn Agnes - sub paraprofessional

**5. CONSENT AGENDA**

A. Minutes - December 19

8

**6. COMMUNICATIONS**

**7. STUDENT INPUT AND RECOGNITION**

A. Athletes of the Week

- 1) December 21
  - Jake Ubert (Jr., Wrestling)
  - Austin Knutson (Jr., Boys Basketball)

Cheyenne Swenson (8th grade, Girls Basketball)  
Jenika Moen (Fr., Girls Basketball)

**8. PUBLIC PARTICIPATION**

**9. COMMITTEE REPORTS**

- A. Transportation
- B. Policy
- C. Facilities
- D. Negotiations
- E. Athletics
- F. Security
- G. Wellness
- H. Other

**10. REPORTS AND PRESENTATIONS**

- A. Policy First Reading & Comments
  - 1) Policy 746 - Academic Tutoring Transportation 10
  - 2) Policy 561 - Head Lice/No Viable Nit Policy - Revised 2017 11

**11. SCHOOL BOARD ACTION**

- A. High School Handbook Changes - David Gooch 14  
The change is in regards to Attendance and Earning Credit, and students who miss more than 10 days of school in a semester to receive a letter grade of "N".

**12. NEXT MEETING'S AGENDA ITEMS - *Chairman Broden***

**13. MEETING SCHEDULE- *Chairman Broden***

**Tuesday**, January 17, 2017, at 7:30 p.m. in High School Room 101.

**14. ADJOURNMENT**

## 2017 School Board Committees

The following is a list of the School Board Committees and a brief definition of the role of the committee as I understand them. I recommend having some discussion about each committee's responsibilities prior to voting on the School Board members.

### Committee for 2017

1. District Advisory Committee (WBWF Requirement) formerly known as the District Leadership Committee
  - a. The district advisory committee recommends to the school board academic standards, student achievement goals and measures, and district assessments. There is a new requirement that the district advisory committee also make recommendations about the means to improve students' equitable access to effective and more diverse teachers.

*Minnesota Statutes, section 120B.304 was amended to include the following: A school district that does not have an agreement between the school board and the exclusive representative of the teachers about selecting assessments must establish a district assessment committee to advise the school board on administering standardized assessments to students in addition to the assessments required under section 120B.30 and applicable federal law unless paragraph (b) applies. The committee must include an equal number of teachers and administrators and at least one parent of a student in the district and may include at least one representative from each school site in the district. (b) A school district may seek this assessment advice from the district advisory committee under section 120B.11, subdivision 3, instead of establishing a committee under this section.*

*Subdivision 4 of the WBWF legislation related to school site teams was amended. Schools must now establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies (including cultural awareness and cross-cultural communication), and student achievement at the school site. Prior to 2016, this was optional. In addition, the site team must include an equal number of teachers and administrators and at least one parent.*
2. Negotiations Committee:
  - a. Committee meets and negotiates with all employee work groups and individuals employed by the Bagley School District. Committee makes recommendations to the School Board for work agreements and changes to employee job descriptions.
3. Transportation Committee:
  - a. Committee meets with the Transportation Director and Superintendent to discuss and collect bids for District bus and vehicle purchases. Makes recommendations for transportation policies and procedures to the School Board.
4. Community Education Committee:
  - a. Meets periodically with the Community Education Director and Superintendent to discuss budget, staffing needs, curricula, grants, program initiatives, and goals. Committee makes recommendations to the School Board.
5. BRIC:
  - a. Bemidji Regional Interdistrict Council School District Representative to meet once per year at the annual BRIC Board meeting.
6. Meet and Confer Committee:
  - a. 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 who will be the ultimate gainers.
  - b. Representatives of the Board of Education, the teachers and the Superintendent of Schools will meet 3 times annually 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.
- c. The committee will establish its own procedures.
  - d. 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.
7. Athletic Committee:
    - a. Meets monthly or as needed to discuss the athletic policies and procedures of the School District. Committee makes recommendations to the School Board about changes in the athletic programs.
  8. Security Committee:
    - a. Meets occasionally to discuss school site and District security needs and policies. Review of Emergency/Disaster Preparedness Manuals and procedures. Committee coordinates with law enforcement and County MIMS planning teams. Review security grants and partnerships with local area collaborative.
  9. Wellness Committee:
    - a. Meets periodically to discuss wellness initiatives, policies and procedures, grants, and wellness climate issues. Makes recommendations to the School Board.
  10. Facilities Committee:
    - a. Group meets to discuss school facilities and School District needs. Committee recommends changes in policies and procedures regarding school district facilities. Committee coordinates facilities planning, bonding, and referendum discussions. Recommendations are made to the School Board.
  11. Area Learning Program:
    - a. Discuss changes in policies and procedures for the Bagley ALP with the Director and Superintendent. Committee makes recommendations to the School Board for action.
  12. Budget Committee:
    - a. Committee is active at the request of the Superintendent during budget reductions and major funding changes occurring within the School District. Budget committee will examine options and make recommendations to the School Board for action.
  13. Pine to Prairie Committee:
    - a. Meets monthly to discuss Vocational Education within the Pine to Prairie conference school districts.
  14. School Forest Committee:
    - a. Meets 2-3 times annually or as needed to monitor and direct the Stewardship Plans for the Bagley and Minerva School Forests. Committee makes recommendations to the School Board for action.
  15. Volunteered to be the board representative as requested by the Staff Development Committee.

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
DECEMBER 19, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, December 19, 2016, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Jamie Grover and Superintendent Cairns. Members absent: Kathy Clark.

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

1. A motion was made by Toby Anderson, seconded by Wendy Fultz, to approve the following consent agenda items:
  - A. December 5 Minutes
  - B. December 2016 Invoices - \$255,598.00 - Ck# 57630--57695
  - C. November 2016 Hand Payables – \$208,215.35- Ck# 31535-31587
  - D. November 2016 Statement of Cash Balances - \$3,924,553.16
  - E. November 2016 Budget Comparison
  - F. November 2016 Wires Payments - \$253,864.37
  - G. Elementary School and High School Auxiliary AccountsMotion passed 6-0.
2. Chairperson Broden reported that the Superintendent evaluation was held in a closed session on December 12. Superintendent Cairns' performance meets all expectations at this time.
3. Chairman Broden announced that Logan Burford, Keegan Evans, Havin Salzer, Tanner Prestemon, Gunner Nolan, Makalyn Hoie, Kamryn Thompson, Peyton Smith, Wyatt O'Beirne-Holden, Elexis Soderstrom, Emme Ekre, Mariah Mathison, Hannah Wilcowski, Kyra Lynch, Mariah Fox, Evan Lafond, Ava Phrakonkham, Nicole Pearce, Haylie Anderson, Zowie Willette, Isabella Warmbold, Noah Strandberg, Elias Lafond, Isaiah Tramm, and Ali Netland were the November Students of the Month/2016-2017 Student Council Members.
4. Chairman Broden announced that Jacob Seifert was the November Senior of the Month.
5. Chairman Broden announced that Jake Ubert, Weston Johnson-O'Beirne, Deovion Stevens, Carly Lewis were the December 7 Student Athletes of the Week and Cassie Keough, Jessa Olson, Zach Anderson, and Dylan Bergeson were the December 14 Student Athletes of the Week.
6. Chairman Broden apprised the Board that Meet & Confer committee met on December 8. The following items were addressed: A. lack of substitute teachers in the district; B. lice in the elementary school; C. coping issues in the elementary school; D. high school PLC review; and E. teacher development & evaluation plan. There were healthy discussions and we are moving in the right direction to solve the issues.
7. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to approve the high school music department magazine and cookie dough fundraisers. Motion passed 6-0.
8. A motion was made by Toby Anderson, seconded by LeAnn Agnes to increase substitute teacher pay to \$130 per day or \$65 per half day effective January 3, 2017. Pay will not be retroactive. Motion passed 6-0.

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

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

- \* \$4,166.64 from State of Minnesota for Pathways II/School Readiness
- \* \$25.00 from Realstone for Radiothon
- \* \$41.72 from Galens for ECI

Motion passed 6-0.

10. A motion was made by Jamie Grover, seconded by Toby Anderson to approve maternity leave for Employee B. Leave would begin approximately April 28, 2017, for the remainder of the school year. Motion passed 6-0.

11. A motion was made by Wendy Fultz, seconded by Jamie Grover to accept the resignation of Jestina Paulson effective December 21. Motion passed 6-0.

12. A motion was made by Amy Fontaine, seconded by Wendy Fultz to hire LeAnne Schussman as a paraprofessional contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 6-0.

13. ITEMS FOR THE NEXT AGENDA

- A. Board Re-organization

14. The next school board meeting will be held on Tuesday, January 3, 2017, at 7:30 p.m. in High School Room 101.

15. A motion was made by Amy Fontaine to adjourn the meeting at 8:13 p.m.

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

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

**746 Academic Tutoring Transportation**

Board Adopted: October 20, 2008

Board Revised: 2017

ISD 162 will provide transportation home for students participating in after-school academic tutoring, ~~one evening per week~~ Tuesday and Thursday nights.

**561 Bagley School District Head Lice/No Viable Nit Policy**  
Board Revised: January 3, 2017

Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected on your student, you will be called to pick up your student from school. That student's classroom will be checked for lice as well as any siblings of that student. **Classrooms will be checked as time permits. If lice is not found a letter will be sent home letting parent know that the classroom was checked and no lice was found. If lice was found A letter will be sent home with the students informing parents. If the classroom is not checked due to time constraints a letter will be sent home instructing parents to check their child. The letter will have instructions on how to check your child for lice and viable nits. There is a "A Guide to Head Lice Treatment and Prevention" located on the School District Website at [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us) under the heading "Department" and pull-down menu to "Health Services".**

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

We expect that most families with students who have had head lice will be able to return to school by the following day with proper treatment. Students who do not return to school the following day, must have a parent/guardian call the School Health Office at (218) 694-6528 ext. 3215, of progress or that student will have an unexcused absence for that day. Extended absences beyond 48 hours or 2 school days without **parent/guardian contacting the principal's office at (218) 694-6528,** will be recorded as unexcused. For more information on how to get rid of head lice call the Clearwater County Nursing Service at (218) 694-6581.

When the school's health paraprofessional notifies parent/guardian that a child has head lice/or viable nits, the following procedure will ensure that children are receiving assistance in a timely and appropriate manner: Students will advance to the next step if they have a new incident of lice or if upon recheck a significant number of viable nits are found. Bagley Schools will follow the attendance policy when absences due to head lice or viable nits become habitual.

**Step One-First Reported Case:**

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

- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no **viable** nits or lice are found, the child will be readmitted to school.

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

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no **viable** nits or lice are found, the child will be readmitted to school.

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

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Refers case to the Community Health Representative or Clearwater County Nursing Service.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no **viable** nits or lice are found, the child will be readmitted to school.

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

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.

- Notify the Transportation Director, if needed.
- Refers case to the Community Health Representative or Clearwater County Nursing Service.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no **viable** nits or lice are found, the child will be readmitted to school.
- Administration will sign off upon treatment completion and return to school.

**Step Five-Fifth Reported Case:**

- The child will remain in or return to class.
- The school health paraprofessional will:
  - Notify the parent/guardian to come and pick-up the child from school for treatment. If the parent/guardian is unavailable the child will take the bus home after school.
  - Notify Principal or Dean of Students.
  - Notify the classroom teacher and provide teacher with parent letters to send home.
  - Notify the Transportation Director, if needed.
  - Refers case to the Community Health Representative or Clearwater County Nursing Service.
- Treatment supplies may be available through your health care providers, or the pharmacy.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no **viable** nits or lice are found, the child will be readmitted to school.
- Administration will sign off upon treatment completion and return to school.

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



# Bagley High School

David Gooch  
Principal

1130 Main Ave N.  
Bagley, MN 56621  
Phone: 218-694-3120  
Fax 218-694-3225

John Sutherland  
Dean of Students

(Date)

To Parent or Guardian:

I would like to bring a modification to the Bagley High School Student Handbook to your attention. This modification is related to the school attendance policies and procedures section. Bagley High School has historically had a policy which removed course credit from students that accumulate absences in excess of 10 in any class period. This policy has been reviewed and determined to no longer meet the intended purpose. The amended version of this policy now states:

*“Students who have exceeded the allowable number of days may receive a final grade of “N” and may not receive credit for the course. The Bagley High School Attendance Committee will review the circumstances of the absences and make decisions regarding removal of credit”.*

This modification eliminates the need for N remediation that was also referenced in this section of the student handbook. Section 2(D) of the Attendance and Earning Credit section has been struck. You will notice this change in the attached amendment to the Student Handbook.

Bagley High School places a high value on student attendance and believes that this is a critical component to student success. Students with absences in excess of 10 in any class will be reviewed by the attendance committee and course credit may be removed for that course. The appeal process currently in the Student Handbook continues to be in place. This process is also outlined in the attached amendment.

Thank you for your efforts to ensure that your student has positive attendance. Regular school attendance provides your student with the greatest opportunity for academic success and success in their future endeavors.

Sincerely,

David Gooch  
High School Principal

## ATTENDANCE AND EARNING CREDIT

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

1. A student must receive a final course grade of D- or better.
2. A student must not be absent (excluding suspension or court placements), excused or unexcused, for more than 6 days in a quarter class (junior high) or 10 days in a semester class.
  - A. Extended Days- the Principal has the authority to grant **five additional days of absence per year** due to exceptional reasons (example: extended medical reasons, emergency or catastrophic event or other unforeseen tragedy). **Additional days (over five) of medical absences may be granted with medical verification.** Such additional days might be granted after the 6 or 10 day limit has been reached. Extended days for advanced absences need to be applied for before the absences occur (example family trip). Up to 5 extended days will be granted for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat zone supporting post.
  - B. Students participating in homebound or school-sponsored activities will be classified as being in attendance.
  - C. Students who have exceeded the allowable number of days ~~will~~ **may** receive a final grade of "N" and ~~will~~ **may** not receive credit for the course. The Bagley High School Attendance Committee will review the circumstances of the absences and make decisions regarding removal of credit.
  - ~~D. Opportunities for N remediation (seat time — hour for hour) to recover credit will be provided at the end of each semester (summer school after Spring semester) and includes completion of assignments from the class in which the N was recorded, alternate assignments provided by the teacher monitoring the remediation, and/or community service to the school.~~
  - E. The appeal process: If a parent or student wishes to appeal a final "N" grade earned in one or more classes, they must notify the principal of their intent within 10 school days of the issuance of the report card containing the final "N" grade. The principal will conduct an investigation and examine the facts of the case then render a decision. If the parent or student is not satisfied with the principal's decision, the parent or student can request that the appeal board review the case. The appeal board will consist of a principal (non-voting), a counselor, a home school coordinator, and three teachers. The appeal board will investigate the matter and render its decision of the appeal board then the parent or student may ask the superintendent to have the Board of Education review the case. The superintendent and Board will review the case and render their decision. This decision is final.



# *Bagley High School*

*David Gooch  
Principal*

*1130 Main Ave N.  
Bagley, MN 56621  
Phone: 218-694-3120  
Fax 218-694-3225*

*John Sutherland  
Dean of Students*

## Attendance Committee Procedures

(Date)

The Attendance Committee (includes principal, dean of students, counselor, truancy coordinator, Indian Education director, and teacher) meets once a month to discuss student attendance and absences.

If a student reaches more than 10 absences, excused or unexcused, in a class he/she is receiving a passing grade, he/she will be brought up at the attendance meeting as in danger of losing credit.

Communication will go out from there in the form of a parent letter, phone call, or email informing the student and parent of the potential to lose credit for that class (per student handbook policy). Parents and students will then have the opportunity to meet with the appropriate staff members (i.e. principal, dean of students, counselor, teacher, etc.) to discuss the absences/appeal for more days at that time (using the extended days form). The committee will consider culture, illness, family emergency, home life, and other factors into its decision on an individual basis.

The Attendance Committee will then determine whether credit is removed.



## ***Bagley High School***

*David Gooch*  
*Principal*

*1130 Main Ave N.*  
*Bagley, MN 56621*  
*Phone: 218-694-3120*  
*Fax 218-694-3225*

*John Sutherland*  
*Dean of Students*

(Date)

To Parent or Guardian of (student)

The Bagley High School has a school attendance policy related to earning credit. This policy indicates that students may lose course credit if they accumulate absences in excess of 10 days. You are being notified as your student is either close or has exceeded the allowable number of days. An attendance profile is attached for your review.

Students with absences in excess of 10 in any class will be reviewed by the school attendance committee. This committee will seek input from the classroom teachers and make a decision regarding the removal of credit. If you believe that there were extenuating circumstances leading to your student's attendance, please contact the Bagley High School Office at 218-694-3120. You may speak with Mr. Gooch (High School Principal), Mr. Sutherland (Dean of Students), Ms. Fraley (School Counselor), Carol Vik (Indian Education Director) or Ms. Schermerhorn (Truancy Coordinator). These members of the attendance committee will review these circumstances when making decisions regarding the loss of credit.

Students are additionally eligible to receive up to five (5) extended days per school year. Extended days are allowed for the following reasons: a family trip, extended illness, death in the family, or a required court appearance. If your student has missed school for one of these reasons, please complete the "Extended Day" form that is available in the High School Office.

Thank you for your support in promoting positive school attendance. Regular school attendance provides your student with the greatest opportunity for academic success and success in their future endeavors.

Sincerely,

David Gooch  
High School Principal

*"Putting Students First - Pursuing Educational Excellence"*

***Bagley Junior Senior High School***

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*“Putting Students First - Pursuing Educational Excellence”*