

2023-2024

**Belgrade-Brooten-Elrosa Elementary School
Parent and Student Handbook**



Mrs. Dingmann, Principal

jdningmann@bbejaguars.org

(320) 254-8211

BBE Website:
www.bbejaguars.org

Dear Parents and Families,

Welcome to the BBE Elementary! This handbook has been developed to help answer questions you may have regarding procedures at BBE Elementary School. Please take time to read it carefully and refer to it as a reference.

We are excited to welcome you to our Jaguar family. At BBE, we strive to promote a positive learning environment for all. Our Jaguar PRIDE initiative includes our expectations for positive behavior in all areas of our school and community. We PRIDE ourselves on our students being **P**ositive, choosing to be **R**espectful, having **I**ntegrity, being **D**etermined, and always being **E**xceptional in and out of school. We focus on developing the whole child through our social-emotional learning curriculum, daily individualized literacy and math interventions, and providing opportunities for movement, collaboration, and critical thinking throughout the school day. Our students engage in a variety of developmentally appropriate experiences to become self-directed learners using our Makerspace Area, Media Center, Outdoor Learning Classrooms, and a variety of specialist classes. Our dedicated staff encourage all students to take risks, learn from mistakes, and celebrate successes.

I look forward to working together to make this year a memorable one filled with rewarding experiences with you and your child. Go Jaguars!

Yours in Education,

Mrs. Dingmann

Birth - Grade 5 Principal



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THIS HANDBOOK MAY BE CHANGED OR AMENDED DURING THE SCHOOL YEAR. IF YOU HAVE ANY QUESTIONS ABOUT A PROVISION, CONTACT BBE ELEMENTARY SCHOOL ADMINISTRATION.





School Board Vision 2020

Our Motto: *#Bold #Boundless #Engaged*

Our Mission: *Every Student, Every Day, Any Way.*

Our Vision:

To be a small-town, high-performing district that prepares learners through personalized learning experiences to make a positive impact in a rapidly changing world.

Our Core Values:

At Belgrade-Brooten-Elrosa school district, our core values are to (ABCS):

- ❖ **Advocate for all birth through adult** learners;
- ❖ **Build strong partnerships** with all stakeholders;
- ❖ **Create positive relationships** as essential to anything we do; and to
- ❖ **Set high expectations** for all to do their personal best.

Our Goal Statements -- School Board:

1. We will practice fiscal integrity that will maintain a healthy fund balance.
2. We will fund the necessary resources for our students and staff to continually participate in excellent programs.
3. We will lead our organization to provide relevant educational experiences for all learners.
4. We will communicate transparently with all district residents to ensure continual support for our school district.



Elementary Faculty

Principal- Josie Dingmann

Administrative Assistant- Deanna Johnson

School Nurse - Jesi Halvorson

Social Worker - Tamra Jensen

Title 1/Rtl Coordinator - Kristine Bents

Migrant/EL Coordinator - Becky Carlson

School Readiness Teachers- Trisha Voss, Mallari Funk

Kindergarten - Megan Lensing, Val Walstrom

Grade 1 - Amber Guillickson, Claire Gray, Kayla Meyer

Grade 2 - Michelle Herickhoff, Ginny Sorenson

Grade 3 - Katie Hanna, Jason Langer

Grade 4 & 5 - Ann Hagen, Megan Klaphake, Mimi Knutson, Chris Moscho

Physical Education - Austin Rambow

Music/Band - Kathryn Freeman, Sean Biehn

Art - Katie Jenks

Special Education - Amber Deters, Amy Eisenbraun, Cathy Olson

Speech Pathologist - Tiffany Breitbach

Speech Pathologist Assistant - Emily Miodus

Community Education Director - Heidi Weller

Community Education Coordinator/District Communications - Holli Bromenshenkel

Paraprofessionals - Judy Dickhoff, Ann Miller, Sonny Gruber, Christina Gates, Brenda Weller, Kaylyn Mueller, Michele Petersen, Mikayla Evenson, Nichole Pilarski, Ann Weaver, Melissa Chisholm, Mary Tensen, Josie Knutson, Morgan Schwinghammer, Kylie Terhaar

Jaguar Kid Connection Teachers - Maren Hirman, Mandy Jimenez, Shauna Keller, Addison Arneson, Madison Eckstein, Brittany Borgerding, Sarah Schrantz, Hailey Jenniges, Dana Bergeron, Jordyn Walstrom

Jaguar Kid Connection Paraprofessionals - Carley Thomsen, Kristi Overman, Stephanie Radermacher, Janeen Mitchell, Elizabeth Ellingson

Technology Team - Kody Bertram, Patti Kaiser

Food Service - Barb Walstrom, Judy Johnson, Chrissy Snyder, Jaylen Salo

Maintenance/Custodians - Eric Johnson, Adam Tauber, Kyle Joffer, Barb Walstrom



***Please find the full policies on the school's website at www.bbejaguars.org under District > District Policies.**

Attendance

BBE Elementary strongly believes that regular/punctual attendance directly relates to success in academic work, benefits the students socially, provides opportunities for important communication between teachers and students and establishes regular habits of dependability important to the future of the student. Minnesota State Law provides that all students should be in attendance every day unless excused for the following reasons: Illness-a note from a Medical Provider (MD or Mid Level) may be required, family emergency or death in the family, medical or dental treatment, prearranged family vacation, other special circumstances as approved by administration. The following absences/tardies will be considered unexcused, such as, but not limited to: oversleeping, late night, running late, car trouble, missed the bus. It is at the discretion of the school administration to make modifications to the attendance policy as needed to meet the needs of students with disabilities or other health related needs.

Tardiness-Punctuality is an important lesson for a student to learn. All students are expected to be on time for school. When a student comes into a classroom late, it is disruptive for the other students in the room and for the teacher. Students who come after 8:15am are considered tardy.

In Minnesota, a child under the age of 12 is considered truant if they miss a total of 7 unexcused days in a school year. When this occurs, a school is legally required to make an educational neglect report to the County Family and Children's Services Division.

If your child is going to be absent from school, we ask that you call or email the elementary office at 320-254-8211 ext. 1215 or elemoffice@bbejaguars.org before 9:00am.

Birthday Parties

Birthday party invitations should not be handed out during class time. When sending treats for birthdays or for designated holiday parties, the state health department requires that only commercially packaged foods be used in schools. In addition, BBE Schools does not allow students to ride different buses so parents must pick up friends after school for a birthday party.

Bullying & Harassment

BBE Schools does not allow bullying of any kind. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The purpose of this [policy](#) is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

BBE Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.



Bussing/Transportation

BBE Schools does not allow students to ride other buses. Parents will need to transport students for sleepovers, parties and other gatherings. Due to several student allergies, we ask that no food or drink (other than water) be brought on the bus. Please call, send a note, or email the office before 12:00pm for any changes in family schedules in bussing or picking up your child. (elemoffice@bbejaguars.org) Students begin dismissal at 3:20 so late notifications are difficult to process.

Calendar

The elementary school day is from 8:10am to 3:30pm. If you transport your child to school, please make every effort to have them at school on time. The school year calendar can be found on the website under District > District Calendar. It is also linked [HERE](#).

- Digital Learning Days--These dates are pre-planned in the academic calendar to prepare for e-learning days.
- Emergency Learning Days (E-learning)--These dates are weather make-up days done at home and are rotating with in-person make-up days.
 - Choice Boards--School Readiness - Grade 2 will receive activity boards to complete in the event of a weather closing. Boards are also found on the BBE website.

Cell Phones

Depending on the grade level and classroom activity, cell phones are often not allowed during the school day. Please leave these devices at home or they must be turned off and stored in lockers or backpacks. The school is not responsible for lost or stolen devices.

Communication

Communication is vital to a successful school experience. You may call or email your child's teacher at any time but a response might not be immediate as they will be busy teaching during the day. Staff will try to return your phone message or email as soon as possible. Bus or after school changes should be emailed to the office by noon each day. (elemoffice@bbejaguars.org) You may email any staff with the first initial of their first name followed by their last name @bbejaguars.org (Ex: to email our principal, Josie Dingmann, you would email jdingmann@bbejaguars.org) In an emergency, please call the Elementary Office at 320-254-8211 ext. 1215.

Conferences

Parent-Teacher Conferences are held twice per year and as needed. Conferences will be held during the month of October and March. We encourage parents to be active in their child's education and to become comfortable using Infinite Campus.

Device Insurance

BBE is a 1:1 device (ipad) school. Students in grades 3-5 are able to take their device home each night as an extension of their learning. Families have an option for how they would like to provide protection against accidental breakage, loss, or theft. The various options include: Option 1: \$40 (Non-Refundable) annually for each device (\$120 annual family max.) Option 2: \$350 (Refundable Deposit) Here is the Internet Acceptable Use 524.bbejaguars.org. [1:1 Device Handbook](#)

Discipline in the Classroom

The purpose of this [policy](#) is to ensure that students are aware of and comply with the school district's expectations for student conduct. We use the Jaguar PRIDE system for behavior management. We have a



yellow/orange/red system for levels of misbehavior. BBE Schools strives to reward students for positive behavior using proactive incentives and teaching expected behaviors.

Dress Code

Teaching children to dress appropriately should be an objective of both home and school. Clothing displaying liquor, tobacco and inappropriate language are considered in poor taste, and should not be worn to school. Students must dress appropriately for the weather as stated in the 'Outdoor Play' section. Students will go outside for recess for 30 minutes each day unless weather does not permit. Warm caps, gloves, boots, snow pants and coats are important for winter survival. A good pair of tennis shoes with laces are appropriate for physical education class and recess. In general, clothes should cover the stomach, chest, and back as appropriate.

Emergency Care Information

Every child enrolled in elementary school must update emergency information each year on Infinite Campus. Please complete a new bus form each year as well. It is our first source of reference should we need to make alternative choices about your child's care with regard to health and weather during school hours.

Emergency Weather Announcements

Students need to dress for the weather. Children are outside for 30 minutes of recess each day unless it is well below zero. If a bus stalls or is in an accident, students need to stay warm until help arrives. Please be sure to update your phone numbers in Infinite Campus or contact the elementary school office at 320-254-8211 or elemoffice@bbejaguars.org. Notifications will be sent out via the following:

Infinite Campus: Parent Portal Notifications

Social Media: Facebook, Instagram, Twitter

Radio Stations: Q102, 102.5-Lakeland Broadcasting, KIKFM 100.7-Alexandria

TV: WCCO-Ch. 4, KSTP-Ch. 5, KMSP/Fox 9, KARE11- Ch. 11

Field Trips

Educational field trips may be taken by classes during the school year and parents may be asked to volunteer. Forms for permission need to be completed and returned for children to participate. Classroom fees and funds from the BBE Fundraiser account are often used to cover field trips expenses.

Fire Drills & Lockdowns

State law requires we have five fire drills, five lockdowns, and one tornado drill each school year. Directions for fire drills are posted in each classroom and space. It is the student's responsibility to know the directions from the classrooms, lunchroom, and all other parts of the building. In a fire drill, walk quickly with your class and move away from exits after getting outside the building. Roll call will be taken at the bus garage. In a lockdown, we will use the ALICE model of run, hide, or fight. It is impossible to know the exact process taken if this situation would arise, but students will be given direction if our school is in a lockdown situation. Each classroom has a designated shelter area for tornado drills and these are posted in classrooms as well.

Fundraisers

BBE Schools has adopted four fundraisers that support our student activities each year. In August, we host a golf tournament and softener salt sales. In October, we organize a school-wide Color FUND Run and in December, we offer fruit sales for the school and community.



Guardianship

In cases where parents are separated or divorced, and one parent has legal custody, the school must have proof in the form of a copy of the court order that outlines both custody and visitation rights. Schools must have legal documentation on file in order to assure compliance with any limiting court order.

Health Services

Updated emergency care information is required each school year.

- Screenings: Periodic screenings will be conducted for vision and hearing based on the recommendations from the state. The health office staff will contact the parent/legal guardian by phone, email or mail if there is an unexpected finding or need for further evaluation.
- Immunizations: Minnesota Law requires every child entering school be immunized against DTP(diphtheria, tetanus, pertussis), polio, hepatitis, varicella, meningitis and MMR(measles, mumps, rubella). If your child is entering kindergarten, 7th grade or 12th grade they likely are due for vaccinations. You may also provide documentation of a medical contraindication from a doctor for a specific immunization, a notarized conscientious objection form, or an intent to catch up form signed by a provider. We will exclude your child if no proof of vaccinations is provided or communication is made by the parent/legal guardian. A copy of the forms can be picked up at the health office, or mailed or emailed to you upon written request.
- Medications: The administration of medication should be done at home whenever possible. Elementary students are not allowed to carry OTC medicine with them. Parent signature is required for secondary students to possess and self administer OTC medications. Emergency medicines can be carried by the student if parents, provider, and school nurse all believe the student can safely carry and administer if needed. A signed prescription medication document, provider's orders and a health care plan will need to be established in that event. If your child needs to take medicine during the school day, please contact the health office to make arrangements. We expect parents to drop off all medicines. If the medication is a prescription, we will need a doctor's order in addition to the prescription medication paperwork filled out by a parent. Any medication brought to school needs to be in an original container. Ask your pharmacy to make a duplicate label and container if the medicine needs to be split between home and school. If the medicine is over the counter, we need our form filled out completely. The form requires a parent signature. The school does not provide any medication for students.

BBE Schools will follow the Infectious Diseases in Childcare Setting and Schools Manual put out by Hennepin County (<https://www.hennepin.us/childcaremanual>) for determining when a student can return to school after a diagnosed illness. In addition, BBE school will follow general guidance from the MN Department of Health. General guidelines are as follows:

Fever: Students with a fever of 100.5 degrees or higher should stay home for 24 hours after the temperature has returned to normal without the aid of medicine.

Vomiting/Diarrhea: Your student must be vomit and diarrhea free for 24 hours after the last episode before returning to school.

Skin Conditions: Your student should stay home until evaluated by a healthcare professional. School health personnel cannot diagnose skin conditions or treat them without doctor's orders. After a professional diagnosis is made, the return timeline can be established.



Contagious illness requiring antibiotics: Generally 24 hours after antibiotic treatment has begun, assuming they have been 24 hours fever free without the aid of medicine and are overall feeling well.

Asthma or Cough: Asthma exacerbation or coughing that interferes with your students activity may need to be evaluated by his/her doctor or provider.

- Wheezing that continues to increase after medicine is taken.
- Breathing pattern is labored, irregular, or rapid at rest.
- Student is too weak/tired to take part in a normal academic day.

Nasal Drainage: Thick, greenish to yellowish drainage from your student's nose may need to be evaluated by his/her doctor or provider.

COVID-19: BBE will follow Hennepin County's Infectious Diseases in Childcare Setting and Schools Manual for Covid exclusion guidelines in the event of a confirmed case. Positive cases will be reported as required to the Minnesota Department of Health.

There is a 1 hour limit to health office visits. Have a plan in place to pick up your student in case of illness before it happens. We want to limit the exposure of well students to illness. If your student is found to have one of the above conditions during their academic day, we will contact the parent/guardian to take their student home. We will contact emergency contacts if you cannot be reached quickly. If you have questions or concerns please contact our school nurse.

Homeroom Placement

The placement of students is a lengthy process. Student information is received from parents, teachers, counselors, social workers, Title I staff, special education staff, and administrators. Student placement is individually determined by many factors: learning style, teacher style, educational needs, boy/girl ratio and class size. Current classroom teachers carefully consider homeroom placement for the next year. If you have information that would be helpful in the placement of your child, please complete the form that is emailed to parents in April each year from the building principal. We will do our best to ensure your child has a great experience at BBE each year.

Leaving School Grounds

Students are not allowed to leave the school grounds during school hours unless accompanied by a staff member, parent or guardian, or unless some other previously agreed upon arrangement has been made through the elementary office. Returning to the building or leaving the building should always be done through the office. Parents need to stop in the office to sign out their child and back in when returning.

Lockers

Lockers are available to all students and are assigned by staff.

The state-mandated [policy](#) is as follows:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's



personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

Lost and Found

All articles are placed on the “Lost & Found” located by the main office. Remind your child to report any lost articles promptly and to check the lost and found. Lost items are donated locally periodically throughout the school year.

Meals

Our school provides breakfast starting at 7:45am and lunch starting at 10:45am. Breakfast will be available to all kindergarten students at no charge. PreK - 3rd grade students will eat with their class each morning. 4th-5th grade students should eat breakfast when they arrive at school before going to their classroom. Starting the fall of 2023, all families will receive free meals at school. We still encourage all families to complete the free and reduced lunch application as it helps increase funding for our school in a variety of ways. Applications are available in the offices, online, and in the school calendar. Students that get “seconds” of the meal, an entree or a milk will be charged.

Breakfast: Free

Extra breakfast entree: \$1.50

Extra full breakfast: \$2.55

Lunch: Free

Extra lunch entree: \$1.75

Extra full lunch: \$4.95

Second milk: \$0.50

Migrant Education

Students that meet migratory eligibility requirements should contact the school office to ensure proper paperwork is completed. BBE Schools will partner with home-based schools of migratory families to ensure proper placements of students and school work are aligned.

Outdoor Play

Children will be outside for daily recess whenever possible throughout the school year. Please help your children with appropriate dress for cold weather outside activities. This includes boots, scarves, jackets, mittens, gloves and other clothing that is suitable to the season and the weather for that particular day. Students will go outside for recess for 30 minutes each day unless the temperature reaches -10 below.

Parent Grievance Procedure

It is important to use this procedure if you are not happy with a situation that arises at school.

1. Students and/or parents should make an appointment with the teacher, or person responsible, and try to solve the problem. If the problem is not resolved, then proceed to the next step.
2. An appointment should be made for the parent/student, teacher and principal to sit down in a calm, private environment to have a conversation to seek to resolve the problem. If that is not achieved, then proceed to the next step.
3. The next step is to follow the chain of command and set an appointment for the persons involved to all meet with the superintendent. If the problem is still not resolved, then the next step is taken.
4. The school board is the last step to be taken. If no solution has been found, then the parties involved may ask for an appointment with the school board.



Parent Portal

Our Infinite Campus electronic reporting system allows parents to view student attendance, pay lunch balances, receive notifications and monitor academic reports. We encourage parents to become comfortable using Infinite Campus and check messages frequently.

Pet/Animal Visits:

All animal visits must be pre-approved prior to bringing any animals into the school for a visit.

Pledge of Allegiance

We begin each day with the pledge of allegiance. Any student or teacher may decline to participate in the recitation of the pledge of allegiance. 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. Minn. Stat. 121A.11, Subd. 3

Report Cards

Report cards are not sent home. Parents are encouraged to log into Infinite Campus to view their child's academic progress at any time. Progress reports are reviewed at conferences and as needed throughout the year.

Response to Intervention (RtI)

Literacy and math interventions are carried out in all grade level schedules daily. Data is used to determine small groups and individualized instruction is given to all learners during RtI time. Student growth is monitored frequently to ensure progress.

School Pictures

School pictures will be scheduled within the first couple weeks of school. A retake option will also be available later in the fall. Pictures will be available for purchase. We also use the fall pictures to develop our yearbook which is made available for purchase in the spring.

Social Media

You are encouraged to follow BBE Schools on social media through Facebook, Instagram, Snapchat, and Twitter. (@bbeschools) If you do not want your child's name/photo to appear in the media (TV, newspaper, video or BBE School's website), please complete the technology form in the 1:1 Device Handbook. This form must be filled out each school year.

Special Services

A variety of special services are available to meet individual needs of children at BBE Elementary School. Services range from Early Childhood Special Education services, Homebound instruction, Psychologist services, Social Work services, Special Education services, Vision/Deaf or Hard of Hearing services, and Occupational and Physical Therapy services.

Statewide Assessments

Students in grades 3-5 are given the statewide MCA III assessments each spring. Parents/guardians have a right to not have their student participate in state-required standardized assessments. Parents must complete the refusal form annually if they do not want their student to participate in the state-wide testing.



Student Drop Off

Students can enter the elementary school between 7:45-8:00am. Students in grades 4-5 will eat breakfast immediately before going to their classroom. Grades 3 and younger will eat breakfast with their classroom. Please refrain from dropping off students before 7:45am.

Student Pick Up

Parents may pick up their children after school in the lobby by the office using Door #1. PLEASE DO NOT USE THE ACTIVITIES ENTRANCE. THIS IS RESERVED FOR BUSES. Parents must call before noon if there is a change in their child's pick up schedule. Parents should wait in the front entry for their children.

Vandalism

Defacing or misuse of the school building and equipment cannot and will not be tolerated. Students and their parents will be held liable for any needless damage. NO smoking, consuming alcohol or drug usage is allowed on school grounds.

Visitors

Visitors are welcome. Please sign in and get a visitor badge in the office when coming into school so that office personnel are aware of your visit. This is for the safety and protection of all students in the school. Visitors will never be left alone with students at any time. BBE Schools reserves the right to decline a visitor at any time.

Volunteers

The general purpose of having volunteers in the BBE Schools is to enhance the learning opportunities of our students and strengthen school-community relations. All volunteers must have a background check prior to working with students. Parents helping out with a field trip do not need a background check provided they are not alone in the supervision of children. The background check will be paid for by the BBE Schools. The administration must be aware of volunteers in the building.

Weapons

Weapons of any kind are not allowed on school property. The purpose of this [policy](#) is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce the weapons policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Website

The BBE School's website is www.bbejaguars.org. You will find information regarding policies, calendars, contact information, activity schedules, registration for Community Education and activities, Infinite Campus login, important announcements, high school and elementary information, and more.

