



*Belgrade-Brooten-Elrosa  
High School*

*2023-2024*

*Student Handbook*

**BBE High School**  
**“Home of the Jaguars”**

## ***Our District***

**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.

### **BBE Board of Education**

Belgrade-Brooten-Elrosa School District is governed by a seven-member Board of Education. The role of the board is to represent the learners of the district through the creation of policies and programs that support learners through personalized learning experiences to make a positive impact in a rapidly changing world.

### **About the District**

BBE is a district with over 600 K-12 students located about 100 miles NW of the Twin Cities metro area. We have a strong and vibrant manufacturing base in our school district with over 600 people employed in our district in this career cluster. We value our agriculture and manufacturing roots so highly that this has a tremendous impact on our curriculum throughout the district.

## **School Board Members**

Chair: Paul Gregory (Term expires Jan 2027)      Vice: Jacob Rooney (Term expires Jan 2025)  
Treas: Paul Weller (Term expires Jan 2025)      Clerk: Nichole Szczesniak (Term exp Jan 2025)  
Dir: Aaron Radermacher (Term expires Jan 2027)      Dir: Ashley Rath (Term expires Jan 2027)  
Dir: Megan Jenniges (Term expires Jan 2027)

### **District Leadership Team**

Superintendent: Patrick Walsh  
Business and Human Resources Director: Lara Dahl  
Buildings and Grounds Director: Wayne Wiener  
Food Service Director: Patty Viaene (Taher Food Service)  
Transportation Director: Ray Wold  
Birth-5th grade Principal: Josie Dingmann  
6th-12th grade Principal/Student Services: Laura Spanier  
Activities Director/ 6-12th grade Dean of Students : Chris Anderson  
Community Education Director: Heidi Weller

### **District Support Team**

District Technologist- Kody Bertram  
Technology Support - Patti Kaisier  
Elementary Secretary - Deanna Johnson  
District Secretary- Sarah Hagen  
High School Principal/AD Secretary - Annette Fischer  
High School Secretary/Technology Support- Nancy Bertram  
BBE School Nurse - Jesi Halvorson  
School Counselor- Kristina Anderson  
School Social Worker- Tamra Jensen

### **Social Media**

**Website:** [www.bbejaguars.org](http://www.bbejaguars.org)

**Find us on Social Media @bbeschools (Facebook, Instagram, Twitter, and Snapchat)**

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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 Schools Administration.

\*Families may view all complete versions of school policies by visiting the districts' web page: [www.bbejaguars.org](http://www.bbejaguars.org).

## **Welcome**

Welcome to the 2023-2024 school year at BBE Schools. Our hope is for an exciting school year for all students and families. Students are required to follow the general rules and expectations provided within this handbook. Please understand that it would be impossible to address every possible situation with this document. This handbook is always a work in progress. All material presented is directed by local policy, state statute or federal law. If you have questions or concerns regarding the material provided in this handbook or the interpretation of this material, please contact Mr. Walsh, Mrs. Spanier or Mr. Anderson.

## **DAILY SCHEDULE: BBE MS/HS Schedule 2023-2024**

1 hour 8:10 - 9:06
2 hour 9:10 - 10:01
3 hour 10:05 - 10:56
4 hour 11:00 - 11:51
Connect/Lunch A: 11:55 -12:20 Connect/Lunch B: 12:20- 12:45
5 hour 12:50 - 1:41
6 hour 1:45- 2:36
7 hour 2:40 - 3:30

## **2 hr Late Start Schedule 6th-12th Grade Schedule**

1 hour 10:10-10:50
2 hour 10:54 -11:32
3 hour 11:36 -12:14
Lunch 12:15 -12:45
4 hour 12:49 - 1:27
5 hour 1:31 - 2:09
6 hour 2:13 - 2:51
7th hour 2:54 - 3:30

*Board Adopted:*

## ACADEMICS 613- Graduation Requirements

### Academic Eligibility: New 23-24

In the past BBE schools would run grades at mid-term, quarter and semester for eligibility. New for the 2023-24 school year academic eligibility will now be fluid throughout the year.

The initial entry for a student of concern in grades 9-12 will be run through Student Assistance Team (SAT) meetings that meet bi-weekly.

Before a student gets brought up at SAT teachers will fill out a Google Form that will collect the following information:

1. Date student was talked with and the plan that was created
  - a. Plan works, no SAT needed
2. Talk with parents about the plan that is created so they are aware.

If a student is still not making progress in the course and is not passing academically they will be brought up at the SAT meeting.

- Teachers have data of the plan and parent contact

An SAT advisory meeting (consisting of counselor, dean and principal) will then take place to come up with a plan. This plan will be brought back to the teacher(s), student and parents.

After a two week period the teacher will be contacted to see if the student is making adequate progress. If yes, they will remain eligible.

IF no, and the student is still failing or not making progress they will become academically ineligible for a period of 1 week. If the student is NOT making progress after the 1 week period, the academic ineligibility will continue until the student is in good standing again..

What does it mean to be on ineligibility:

- Students are not eligible to ride their activity bus to attend their activity if there is an early dismissal from school. They would also not be allowed to sit with their team if they choose to attend the activity when there is an early dismissal.

Not making progress in:

1 class= allowed to Practice, no competition. No dressing, must sit with the team (unless a student didn't ride the bus with the team).

2 classes= No practice, no competition. No dressing, no riding the activity bus, no sitting with the team.

A student will have multiple weeks of communication/intervention before they would become ineligible.

### **CREDITS TO QUALIFY FOR GRADE LEVEL**

To be classified at a certain grade level, all students must have completed the minimum credits to be considered at that level **and all required credits**. The following are the minimum requirements at each grade level:

<b>Freshmen:</b>	Completed 8th Grade
<b>Sophomore:</b>	11 Credits and 1 year of senior high classes
<b>Junior:</b>	22 Credits and 2 years of senior high classes

*Board Adopted:*

**Senior:** 33 Credits and 3 years of senior high classes

### **Graduation Requirements**

To be eligible for a diploma at commencement exercises, BBE students must meet the required credits (see list below). These credits must be earned in grades 9 through 12. The following credits are required and must be successfully completed for graduation.

<b>Requirements (at least)</b>	<b>Class of 2021 and Prior</b>	<b>Class of 2022 and Beyond</b>
English/Language Arts	8 credits	8 credits
Social Studies	8 credits	7 credits
Mathematics	6 credits	6 credits
Science	6 credits	6 credits
Physical Education/Health	3 credits	2 credits
Fine Arts	2 credits	2 credits
Others (Seminar, 9th Gr.)	3 credits	0 credits
Electives	10 credits	17 credits
<b>Total Credits Needed to Graduate</b>	<b>46 credits</b>	<b>48 credits</b>

### **Credit Requirements to Graduate**

Students in the Class of 2022 and later must successfully complete, as determined by the school district, 48 credits to graduate along with the above high school level credits for graduation [This credit requirement remains at 46 credits for the Classes of 2021 and prior.]

### **E-Learning**

Emergency closing days due to inclement weather can come in the form of Flexible E- Learning Day at BBE. Teaching staff will have their class instructions for the day posted on google classroom or schoology by 10:00 AM. Full E -Learning details can be found on our website.

[E-Learning Day Schedule](#)

### **Grades**

Letter grades are issued at the end of each semester along with the Standards Based Grades (E - Exceeds, M- Meets, P- Progressing, B- Beginning . These grades are translated to numerical values and averaged at the end of each semester where a letter grade A-F will be assigned.

### **Honor Student Requirements**

Participants will include seniors with following requirements met in grades 9 through the second semester of their 12th-grade year.

- Summa cum laude
  - 4.0 average, 8 or more Honors points
- Magna cum laude
  - 3.8 and above, 4 or more Honors points

*Board Adopted:*

- Cum laude
  - 3.5 and above, No Honors Points needed

### **MCA III Testing**

Students will take the MCA III test as follows:

Grade 7:	Math and Reading
Grade 8:	Math and Reading
Grade 10:	Reading and Science
Grade 11:	Math

### **[Statewide Assessments: 2023-24 Parent/Guardian Participation Guide and Refusal Information](#)**

### **[2023-24 Testing Calendar](#)**

### **Post-Secondary Options**

Students who are interested in Post-Secondary Options can get information from the High School Counselor. It is recommended that students and their parents meet with the High School Counselor to discuss their options for Post-Secondary School. All PSEO students are allowed full access to school and equipment during the school day but will be assigned to the CAB Areas or the Media Center. Students are required to meet with the building principal to assign supervision. Juniors and seniors choosing to take a post-secondary option are responsible for contacting the school periodically for updates on school events and activities. **If a student withdraws from a course after the 14th day, they receive an F on their transcript. Per MDE, students must notify the BBE School district of their intent to enroll in PSEO courses by May 30 or will be responsible for tuition costs.**

### **Progress Reports**

Notification **will be given to parents when students are not making progress in their class.** Faculty members will notify the families of students identified as “at risk of failing” if progress does NOT improve. Remember YOUR on-line access to progress reports through the district’s website: **[www.bbejaguars.org](http://www.bbejaguars.org)**

### **Schedule Changes**

**Schedule changes will be made for the following reasons:**

1. Academic misplacement: Student is placed in the wrong level of class (Honors or AP vs. regular pace) or is placed in a class without meeting the prerequisite.
2. Missing an academic class: Students are missing a core class such as English, Social Studies, Math, or Science.
3. Missing a graduation requirement: Students are missing a course necessary to graduate in the upcoming school year.

**Schedules will NOT be changed to have a different lunch, to change teachers, or to have classes with friends.**

Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student’s schedule.



Additionally, core classes take priority and a great deal of work goes into keeping them as balanced as possible. Requests to rearrange several core classes in order to accommodate an elective request will not be granted.

A student will have 4 days once the semester begins to make schedule changes. No changes will be made after that unless approved by the counselor and administration.

### **Withdrawal and Transfer**

The procedure for withdrawal or transfer is as follows:

1. Secure authorization or a transfer note from your parent or guardian;
2. Obtain appropriate forms from the High School Office;
3. Approval by the Principal;
4. Have the forms filled out by teachers;
5. Return all schoolbooks and mobile learning devices;
6. Make sure all fees are paid;
7. Take completed forms to the High School Office for final school clearance;

**NOTE:** All student records will be forwarded to another school when a student enrolls in that school and we have received a records request.

### **ADDRESS CHANGE**

Students/Families that change their address and or contact information during the school year are asked to share these changes with the High School Office.

### **ALCOHOL AND DRUGS, POSSESSION OR USE OF- [417 Chemical Use and Abuse](#)**

Possession or use of any alcohol, drugs, drug gummies or drug paraphernalia in or on school premises, or in an area where school activity is taking place is forbidden. Students found in violation will be suspended from school and may be required to have a drug evaluation. Law enforcement agencies may be contacted. A parent conference will be held prior to the student being readmitted to school. Offenses are cumulative in grades 4-12.

- 1st Offense: 1-3 days of suspension;
- 2nd Offense: 3-5 days of suspension;
- 3rd Offense: The offender will meet with school administration with his/her parent/guardian to participate in a hearing to determine the facts and obtain testimony pursuant to expulsion from school.

**Note:** Many students, parents, and teachers are concerned about the increasing use of drugs among our youth. To ensure a safe and drug-free environment the school board has approved the use of drug-detecting dogs to randomly search the school property. When this procedure is used, the dogs will systematically search the parking lot, locker rooms, lockers, and classrooms for illicit drugs. Although we would not have the dogs systematically search students, it is possible that the dogs would detect drugs stored in books, backpacks, and clothing. We would follow up all leads with a legally conducted search. The search and follow-up action will be handled by school-designated law enforcement officials. We are asking all students and parents to support this movement; that is to keep BBE a great place to receive an outstanding education. BBE is a place where students do not fear for their physical or mental well-being because of the use of drugs within their school.

**Note:** All students should keep their lockers locked and their lock code private.

\* Sale of illegal substances may result in disciplinary action and law enforcement will be notified.

## **ATTENDANCE- 503 - Student Attendance Policy**

A strong school attendance record is required for all students. Regular attendance is necessary for success in school and for the development of future work habits. The attendance and policy is included below. BBE High School will work cooperatively with Kandiyohi, Pope, and Stearns Counties to enforce truancy laws. The first predictor of student success at BBE Schools is student attendance. All students should strive for 95% attendance rate or better.

### **Minnesota Attendance law**

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 17 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws. When a student has 3 absences (unexcused), he/she is considered educationally at-risk, which is not in violation of the law, but warrants the school to begin an intervention process

If your child is absent, please call 320-254-8211 (you may leave a message at this number 24 hours a day) or email the school at [hsoffice@bbejaguars.org](mailto:hsoffice@bbejaguars.org)

### **Excused Absences**

To be considered an excused absence, the student's parent or legal guardian will need to verify the reason for the student's absence from school ***by calling or emailing the school office.*** Student absence from school should be limited to those instances in which an absence is genuinely unavoidable. If a parent or guardian does not contact the school the absence will be marked as unexcused.

#### Excused Absences

- (1) Illness as excused by a parent. Not to exceed **(5)** days per semester. Days exceeding **(5)** days not accompanied by a physician statement will be considered unexcused.  
Illness/appointment as excused by a physician, (dental, orthodontic treatment, counseling appointment with a licensed mental health professional, etc) stating the student can not attend school will be excused.
- (2) Court appearances occasioned by family or personal action.
- (3) Official school field trip or other school-sponsored outing.
- (4) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (5) School or college visits for admission purposes with school and parent approval.
- (6) Active duty in any military branch of the United States.
- (7) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (8) Death in the student's immediate family (father, mother, sister, brother or grandparent).
- (9) Religious instruction not to exceed **(3)** hours in any week.
- (10) Serious illness in the student's immediate family.
- (11) Physical emergency conditions such as fire, flood, storm, etc.
- (12) Vacation with family for a period not to exceed (4) days, when request are made in advance by parents and combined with a plan to provide for the student's educational needs during their absence.
- (13) Work at home when requested by a parent, with prior notice provided to the school, and necessitated by extenuating circumstances.

#### Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments

***Board Adopted:***

missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

- (2) Work missed must be made up in a timely manner by the end of the semester with a plan made with the teacher. Failure to make progress in classes will result in support time/ seat time as determined by administration and until evidence of progress in the class demonstrated.

### Unexcused Absences

Truancy. An absence by a student which was not approved by the parent and/or the school district.

The following are examples of absences which possibly meet mandated reporting requirements for referral to the appropriate county agency for truancy filing.

- (1) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (2) Work at home not approved in advance.
- (3) Work at a business, except under a school-sponsored work release program.
- (4) Leaving school grounds without prior approval.
- (5) Failure to attend class/skipping.
- (6) Any other absence not included under the attendance procedures set out in this policy.

### Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - a.) ISD # 2364 reserves the right to use all disciplinary measures available to assist students with regular school attendance.
- (5) Students with unexcused absences will be expected to make up work through Monday School or Study Center options laid out in a meeting with school administration.

### Truant/Unexcused Absences

- a.) Truancy. An absence by a student which was not approved by the parent and/or the school district. This includes all absences not school authorized and not verified by parents are considered truanancies.
- b.). Make-up hours will be assigned (seat time, detentions, monday school etc), participation credit will not be granted, and make-up assignments are at the discretion of the instructor. The administration has the sole right to determine if an absence is excused or unexcused.

### Tardiness

- a.) Students are expected to be in their assigned area at designated times with appropriate classroom materials. Failure to do so constitutes tardiness. A student is considered absent 11 minutes into the class period.
- b.) Students tardy at the start of school must report to the school office for an admission slip.
- c.) Tardies are tabulated by semester. Tardies will start over at the beginning of a new semester.

### Unexcused Tardiness

- a.) An unexcused tardiness is failing to be in an assigned area at the designated time with appropriate class materials without a valid excuse.
- b.) Students are expected to be on time for class. (4) unexcused tardies will result in detention being assigned.
- c.) ISD # 2364 reserves the right to use all disciplinary measures available to assist students with regular attendance.

Any time a student is absent from school without a valid excuse or a note from a provider, it is unexcused. Unexcused absences may be given for missing the bus, staying home without a reason, or failing to communicate where a child is. Minnesota Compulsory Attendance Law M.S. 120.10 also shares that students who have numerous unexcused absences can be reported to social services and the Stearns County Attorney's office.

Parents/Guardians will be notified when their child has 4, and 6 unexcused absences. Through the process, BBE Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

Students who have absences for extenuating circumstances may appeal to the administration for an exemption.

### **Attendance Interventions**

The High School Principal, Dean of Students and Attendance Secretary will meet weekly to discuss individual students with attendance issues, both excused and unexcused. Intervention meetings will be scheduled with students and parents as needed. Individual circumstances (major health issues, family concerns, etc) will be considered. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctor's note or consultation with school nurse, parent meetings, loss of privileges to participate in school activities deemed appropriate by the administration.

### **Truancy**

Truancy is defined as "a student absenting oneself from school without lawful excuse."

All absences are classified as excused or unexcused. **Parents do not necessarily decide whether or not a student is excused.** They can submit a request, but the final determination rests with school authorities. Example: A student is reported as excused due to illness by the family but attends an extra-curricular event that night, the absence will be changed to unexcused and the time will need to be made up.

Every effort will be made to contact the parents of all unexcused absences by phone. Students will be required to furnish the High School Office with work phone numbers if no one is home during the day.

## **Permit to Leave**

If it is necessary for a student to leave school early for any reason, please call, email, or send a note with him/her to notify office personnel.

Every student must have a "Permit to Leave Pass" before leaving school. To leave the school building during the school day, a student needs a parent/guardian approved Permit to Leave pass in his/her possession. Permission to be absent from school for any reason must ONLY be obtained through a parent/guardian. All requests to leave school must be presented to the high school office. Permit to Leave pass must be picked up by the student in the office prior to leaving school property. Students leaving the building without a pass will be considered truant.

**\*Students returning to school after using a "permit to leave pass" must check in to the high school office with the pass. Failure to complete this portion may result in unexcused absence or loss of permit to leave pass privileges.**

## **Building Passes**

Students in grades 10-12 with open hours or College classes must **sign out before leaving the building and sign back in on return.**

## **Pre-excused Absences**

All planned absences (family trips, college visits, funerals etc.) should be cleared through the High School Office before the absence occurs. Students wishing to be excused from school may obtain an excuse by presenting a written permission request from a parent or guardian to the High School Office in advance of the absence. A pre-excused permission slip will be issued which the student will take to each of his or her teachers. The teachers will sign the permission slip and discuss with the student the work to be made up.

## **Make up work and Incomplete work**

It is the responsibility of each student to make any missed work. Teachers have been instructed to hold the students accountable for all make-up work. The responsibility to obtain all make-up materials and assignments will be that of the student and not that of the office personnel. The office staff may assist but cannot ensure all make-up materials will be delivered. Students in grades 9-12 must complete all requirements established by individual instructors of that course. Due to an extended illness or extenuating circumstances, a student may be granted an incomplete. Any incomplete grade will become a failure two weeks after the conclusion of the class unless special arrangements have been made to complete the required work. This includes second semester grades.

## **ACTIVITIES**

BBE provides a variety of activities in which students in grades 7-12 may participate.

Each person who participates in an extra-curricular activity must be knowledgeable of the activity's eligibility rules and complete the necessary requirements before participating in the activity.

## **Rules for Activities**

Students attending an activity outside school hours will be governed by the following regulations:

1. If a student is absent from school on the day of the activity he or she is not eligible to attend the activity unless pre-excused. **A student must be in attendance from 11:00 a.m. to 3:30 pm in order to be eligible to attend or participate in an activity (unless specific permission is given by principal/AD);**
2. Rules and regulations of BBE High School student handbook are to be in effect at all activities;
3. Students will correctly identify themselves when asked to do so;
4. Students found smoking, or abusing drugs and/or alcohol will be removed immediately and dealt with according to school policy;

*Board Adopted:*

5. Inappropriate behavior during an activity will result in immediate removal and may result in suspension from further extra-curricular activities until the problem is resolved;
6. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations;
7. Students and staff should strive to be a positive reflection on our school at all times.

### **BBE Schools Revision for Standards of Leadership and School Representative Positions:**

#### **Sports, Music, Speech, Captain of a Team, and FFA:**

A student holding a leadership position in any activity under the umbrella of the BBE activities department or a leadership position in the academic organization of FFA, who are found in violation of MSHSL rules and guidelines or District 2364 policies (which result in at least a two-week suspension) will be removed from their position of leadership for the current school year or until the violation is served. A member who is an underclassman, who incurs a violation resulting in a loss of membership for a school year, will be reinstated at the beginning of the next school year provided no further violations have been incurred.

#### **Student Council:**

Students who are current members of Student Council, who are found in violation of MSHSL rules and guidelines or District 2364 policies (which result in at least a two-week suspension) will lose their membership for the duration of the school year. A current member who incurs a violation during the summer vacation period will lose their membership for the upcoming school year. A member who is an underclassman, who incurs a violation resulting in a loss of membership for a school year, will be reinstated at the beginning of the next school year provided no further violations have been incurred.

#### **National Honor Society**

Students involved in National Honor Society who violate a MSHSL or District 2364 rule are governed by their local chapter as well as the NHS National Constitution policy guidelines. A copy of the National Constitution and accompanying BBE NHS local chapter guidelines can be found with the National Honor Society Advisor.

#### **School Trips Eligibility:**

Students partaking in school-sponsored trips such as Florida Band and Choir or a world language trip are subject to the following rules regarding eligibility. Students who consume or possess alcohol and/or drugs, or have had a theft offense within the semester the trip is scheduled, will become ineligible. Any student with a second violation will not be eligible for any school-sponsored trip regardless of when the violations occur while they are in grades 9-12. Other serious offenses aside from theft, or possession of drugs and alcohol, may result in ineligibility and will be decided on a case-by-case basis at the discretion of the administration. Any money paid toward the cost of the trip, or fundraising dollars earned, will be forfeited.

#### **Two or more Violations:**

Multiple violations will result in the loss of leadership positions for the duration of a student's 9-12 grade school years unless an appropriate and approved counseling program has been completed by the student.

#### **BBE High School: Investigation of Alleged Violations**

BBE will investigate alleged BBE/MSHSL violations based on the following:

- Written reports from law enforcement officials;
- Parents who turn their children in for a violation;

*Board Adopted:*

- Any other incident with substantiated evidence.

\* Note - other than law enforcement, people witnessing a violation may also be asked to stand before a due-process hearing board.

**Participation Fees:**

Each student who participates in any extra-curricular activity must pay a participation fee. The fee system is established by the School Board. Sports and Speech fees are \$100 per activity in grades 10 – 12 and \$75 for grades 7-9. All fees MUST BE PAID the 1st week of practice unless prior arrangements are made with the BBE Activities Office.

**If you qualify for educational benefits, the participation fees will be reduced. In order to receive this benefit, you must fill out the application for educational benefits and the waiver of activities participation fee form to receive the reduction.**

**Student Participation Fees:**

Sports - Grades 7-9	\$75
Sports - Grades 10-12	\$100
Speech, 1 Act Play, Robotics, 3 Act Play, Birch Coulee, Knowledge Bowl Grades	\$75/Activity
H.S. Musical	\$100
Trap Shooting	\$100 (No family Maximum)
Co-Ops (Hockey/Cross Country, etc.)	See info. below (No family Maximum)
Individual Max	\$200
Family Maximum	\$400

**CO-OP:**

The purpose of a CO-OP is to provide a student-athlete from BBE an opportunity to participate in a sport/activity when either we cannot generate enough participants from BBE or we do not offer the opportunity on our campus. In this case, we have two types of CO-OPs.

**Type 1** - BBE offers the activity and pairs with another school district to make up one unified team. In this case, BBE offers: the opportunity for a coach/advisor, provides transportation, and the participants pay the school fee.

**Type 2** - BBE does not offer this activity, however we provide the student with the opportunity to compete with another school district. In this case, BBE does not provide: a coach/advisor, transportation, and the fee does not go towards the family max. The price is determined by per participant.

**Regular Season Admissions**

Adults:	\$7.00
Students:	\$4.00 (grades K – 12)

**Streaming Passes**

Football & Volleyball (11 events)	\$25
Boys Basketball, Girls Basketball & Wrestling (25 events)	\$40
Yearly Streaming Pass	\$50

*Board Adopted:*



## **Season Passes - Athletic Events**

Family \$250 (**includes 1 streaming pass per family**)

Adults \$100

Students \$50

Seniors (Local) Free

Seniors (Non-Resident) \$7

## **BULLYING 514 - Bullying Prohibition**

### **Bullying can be defined as:**

1. **Physical Bullying** – This includes hitting, kicking, pushing, choking, punching...
2. **Verbal and Non-Verbal Bullying** – This includes threatening, taunting, teasing, hate speeches, insults, pictures, drawings, cartoons, ...
3. **Exclusion or Relational Bullying** – to purposefully try to convince peers to exclude or reject a certain person or people and cut the victims off from their social connections, manipulation of friendship relationships, spreading rumors, ...
4. **Extortion** – This includes stealing of money and possessions, ...
5. **Cyber Bullying** – via websites, emails, chat rooms, text messages, etc.

**Procedures:** All bullying allegations must be investigated within 3 days of initial referral.

1. If any of the above actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, a principal, psychologist, our mental health professional, or the superintendent;
3. Your right to privacy will be respected as much as possible;
4. We take seriously all reports and will take appropriate actions based on your report;
5. BBE School district will take action if anyone tries to intimidate you or take action to harm you because you have reported (retaliation).
6. All incidents of bullying must be reported to parents as well as reported to the MN Department of Education.

Consequences may include one or more of the following:

1. Suspension;
- Parent involvement;
2. Education through reading, videos, etc.;
3. Immediate intervention;
4. Formal, structured counseling;
5. Detention;
6. Social skills curriculum;
7. Community/school service;
8. Removal from class or school;
9. Transferred to another program;
10. Involvement in friendship groups;
11. Empathy development;
12. Restitution;
13. A mentoring program;
14. Journaling;
15. Police report;

*Board Adopted:*



16. Court system involvement;
17. A written apology;
18. Other actions deemed appropriate based upon the severity and frequency of incidents

### **CHEATING/LYING**

Cheating may involve the sharing and copying of answers on a daily assignment or test. Students caught cheating, both the person supplying the answers and the person receiving them, may receive a zero for the work.

Cheating may also be copying content, data, etc., from another source and turning it in as their own work or better known as **plagiarism**. In both of these cases, the work may receive a zero and the student(s) will be referred to the office to determine if further disciplinary action should be taken such as detentions, Citizenship Violations, etc.

- \* Lying to staff or forging notes will be treated the same as cheating.
- \* Families may request a conference to review the facts leading up to the disciplinary action.
- \* Students involved in extra-curricular and co-curricular activities will also be governed by the Citizenship rules/guidelines.

### **COMMENCEMENT**

Commencement exercises for the Class of 2024 will be May 24, 2024. These exercises are an official function of the school and they reflect the oldest traditions of public education. They are a solemn right of the school and are formal in nature. For those reasons:

- Only students who have earned the credits and fulfilled the seat time requirements necessary for graduation may participate in commencement;
- All discipline referrals, dues, and fees must be completed and paid to participate in commencement;
- Only students who will receive a diploma dated the year the exercises are held may participate in Commencement;
- Participation in Commencement is voluntary, and if you do not wish to participate, you may pick your packet up the week following commencement in the High School Office.
- Seniors who engage in disorderly conduct or are insubordinate at the end of the school year may not be part of the Commencement exercises.

### **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. Attendance should be communicated or emailed to the office by 9am each day

([hsoffice@bbejaguars.org](mailto:hsoffice@bbejaguars.org)). You may email any staff with the first initial of their first name followed by their last name [@bbejaguars.org](mailto:@bbejaguars.org) (Ex: to email our principal, Laura Spanier, you would email [lspanier@bbejaguars.org](mailto:lspanier@bbejaguars.org)) In an emergency, please call the High School Office at 320-254-8211 ext. 2105.

### **CONFERENCES**

Parent-Teacher Conferences are held twice per year and as needed. Conferences will be held during the month of October and March. BBE does personalized Conference times. Advisors will be reaching out to parents/guardians to set up times and methods that work best in the families schedule. We encourage parents to be active in their child's education and to become comfortable using Infinite Campus.

## **DATA PRIVACY NOTICE**

When the school district is investigating concerns or a report has been made and a student has been identified as someone that may have relevant information, a Data Privacy Notice is provided to the students and asked to be signed for documentation. Students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

## **BBE DISCIPLINE PLAN 506 - Student Discipline**

**At BBE we are working together to provide a positive and safe learning environment by respecting ourselves, our work, property and others.**

The key components of the BBE Public Schools discipline plan include:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion by providing a safe environment
- creating conditions for a need-satisfying environment
- school discipline needs to be a part of our schools educational process and not a strictly punitive process
- consequences are natural and logical

Although detention, suspension and expulsion will still be a part of the discipline plan, students may have an opportunity to correct their behavior with other consequences for most inappropriate behaviors.

The rules or guidelines for BBE could be as simple as the following:

1. Be on time and be prepared.
2. Respect the rights of others.
3. Accept responsibility for your own behavior.
4. Accept responsibility for your own learning.
5. Follow all rules listed in this handbook and classroom procedures as explained by your instructor.

For students who choose not to follow those few guidelines, the State of Minnesota and the school board have established more rules to follow. Negative consequences come only as a result of choosing not to follow the rules.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota statutes 121A.582 and other laws.

## **Code of Conduct**

Student-Minnesota Statutes 1971, Section 120.06 states the following: “Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall abide by the rules and regulations promulgated by the local Board of Education.

The basic responsibility of the schools is to educate the children of the community and any child defined as eligible by compulsory school attendance laws. It is not necessary to keep in school those children whose conduct is totally inconsistent with the learning atmosphere. The right of a person to attend school must not place in serious jeopardy the rights of others to profit from school. In the event that a student in BBE High School does not abide by these

*Board Adopted:*

disciplinary guidelines, he or she may be subject to disciplinary action that is fitting, proper, and legal within the framework of the amended Pupil Fair Dismissal Act of 1974.

**PBIS- Positive Behavior Interventions and Supports**

PBIS implementation includes school-wide procedures and processes intended for : ALL students, ALL staff and in ALL settings. This includes individual classrooms and teachers AND non-classroom settings and related staff.

**Jaguar PRIDE**

**Behavior Purpose Statement:**

The purpose of our PBIS program (Jaguar Pride) is to use a proactive systems approach by creating consistent expectations while gathering data to guide decisions to support optimal student achievement and behavior.

The Belgrade-Brooten-Elrosa community will develop exceptional citizens by promoting positive relationships, mutual respect, and ownership of behaviors. Through the use of consistent expectations, we will create academic success within a safe and caring learning environment.

**Jaguar PRIDE expectations**

**Positive:** thinking about the good qualities of someone or something; thinking that a good result will happen; being optimistic and hopeful. Be a good helper, Have an I can attitude,

**Respect:** Properly treating ourselves, others and property with consideration and empathy. Be a good friend

**Integrity:** The ability to do what is right when nobody is watching.

**Determined:** Come to school everyday committed, ready to learn, and prepared to be productive.

**Exceptional:** Doing your personal best.

**Major/Minor Violations Chart**

Provide consistent discipline practices across all areas.

**3 levels of discipline**

**Yellow:** incidental violations that teachers handle within their classrooms.

Teachers will use their own systems to track yellow offenses.

**Orange:** minor violations that teachers handle within their classrooms but requires teachers to complete a form that will be recorded for data collection.

**Red:** major violations where the teacher sends the student to the office and completes a form that will be recorded for data collection

Not Referred to Office-Teacher Warning	Discipline Referral made to office/Teacher contact	Discipline Referral made- Office Contact
*Loud voices/yelling	*Indirect, inappropriate comments, conversations, writing, or gestures	*Direct, inappropriate comments, conversation, writing, or gestures with reference to acts of violence, weapons, race or sexual connotations
*Indirect swearing	*Spitting	*Direct swearing
*Noise making	*Possession of nuisance devices	*Threats
*Name calling	*Arguing with others and not complying with redirection	*Defiance of authority/refusal to follow rules
*Pushing/shoving	*Inappropriate/unauthorized use of space	*Trespassing/unauthorized usage

*Not respecting others' space	*Inappropriate dress that is disruptive to the school environment	*Weapon, "look-a-like" weapon, or ammunition use/possession
*Running	*Throwing/breaking objects	*Property damage/vandalism
*Out of seat	*Tardy (documented by office)	*Bomb threats
*Lack of participation	*Kicking objects	*Deceptive lying
*Breaking cafeteria rules	*Minor disruption in classroom	*Major disruption in classroom
*Writing on desks, books, others' paper	*Not following school parking rules	*Endangering others in parking lot
*Pushing furniture	*Inappropriate display of affection	*Inappropriate pictures/videos
*Off-task internet misuse	*Inappropriate behavior in the bathrooms	*Internet misuse/cyberbullying/hacking
*Off- task Cellphone/electronic misuse	*Copying a peers assignment/homework	*Forgery
	*Repeated yellow offense	*Food fight
		*Fighting/physical aggression/assault
		*Hazing
		*Excessive absences (documented by office)
		*Skipping school
		*Possession of banned substances/contraband
		*Violation of local, state, or federal law while on school property
		*Combustibles
		*Theft
		*Arson
		*Cheating/Plagiarism
		*Repeated orange offense

## Behavior Interventions/Consequences

### Class Disruptions

When a student's behavior is causing others in the class to lose focus on their work, it is considered a classroom disruption. This can include inappropriate comments, loud or obnoxious behavior, talking to others during lectures, etc. These will be handled in a three-step process: first-a warning, second-a formal warning, and finally-an Office Referral or removal from the class. The teacher has the authority to make an immediate Office Referral for "excessive behaviors".

### Behavior Intervention Meetings

*Board Adopted:*

Our goal at BBE is to have a positive influence both academically and behaviorally. In the event that behaviors become repetitive/chronic or severe, a parent/student meeting will be set up to intervene and discuss an intervention plan for the success of the student with the Dean of Students. .

### **Detention**

Detention is assigned to those students who fail to comply with the rules of the school. Detention is assigned by the administration or teaching staff. Students will be notified as soon as possible of their detention and will be responsible for fulfilling their detention obligations during the next available detention options.

Detentions will be held after school from 3:30 -5:30 PM.

Detention rules: Students are to turn in their cell phones to the detention supervisor, and work on school work. If there are behavior or attendance issues with detention, credit will not be given and additional interventions put in place.

Additional consequences will be assigned if your responsibility is not completed. Assigned detention time takes precedence over all other school activities occurring before or after school, including practice and dances, or meetings for ALL activities.

### **Removal from Class**

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Missed class time may be required to be made up either before or after school.

### **Suspension**

Suspension is the short-term exclusion (1 to 10 days) of the student from school during which the school is relieved of custody of the student. Suspension may be either in school or out of school.

- If suspension is in school (ISS), the school will retain custody of the student. Students receive credit for daily work, tests, and projects while in ISS. If a student receives an ISS, they will turn in their personal devices into the office for the day. If the student is in activities, a citizenship violation will follow the In-School Suspension.
- If suspension is out of school (OSS), the responsibility of the student becomes that of the parent.
- Students are required to make up classroom work during OSS. At the teacher's discretion additional time may or may not be given. However, students will receive zeros for daily work, which covers the period the student is assigned OSS.
- Students will be allowed to make up and receive credit for tests, finals and projects.
- A principal/parent/student conference must be held before the student on OSS is readmitted to school.

### **Expulsion**

Expulsion is removing the student from the school setting for up to a year; usually until the end of the school year. This action requires a school board hearing. Students who are expelled may not attend school-sponsored activities including sports activities, dances, etc.

### **Loss of Privileges**

When students mismanage certain privileges, a logical consequence is loss of the privilege. For example: If a student misbehaves on the bus for a second time, bus riding privileges **will be suspended for a period of time**. Students misbehaving in the lunchroom or classroom may lose their lunchroom privileges and be issued a working

lunch. Student activities such as prom, homecoming, dances, field trips, etc. are privileges and may be revoked due to behaviors or chronic absenteeism and attendance issues.

### **Pupil Fair Dismissal Act**

The Pupil Fair Dismissal Act establishes grounds and procedures for the dismissal of public school students. Dismissal includes suspension, expulsion, and exclusion. The policy of this act emphasizes prevention of dismissal through early detection of problems. Further, the school is responsible for the education of the student during the dismissal period. The grounds for dismissal are:

1. Willful violation of any reasonable school board regulation.
2. Willful disruption of the education of others.
3. Willful conduct that endangers other students or school property.

### **Restitution**

In most cases when a student violates a school rule someone else is negatively affected by the behavior. Restitution is an attempt to right a wrong. It can involve writing apologies, community service work, cleaning projects, spending time helping others, etc. The form of restitution is closely related to the offense and will be assigned at the discretion of the principal.

### **Trespass Notice**

A Trespass Notice may be served on a student that is suspended out of school or has violated school policy warranting such action. A Trespass Notice prohibits a person from entering school buildings and property and will be specific as to the times and duration.

### **DIRECTORY – STUDENT INFORMATION 515 - Protection and Privacy of Pupil Records**

Directory information may be released to specific government agencies without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information.

- Student's name;
- Student's address;
- Student's telephone number;
- Birth date;
- Names of the student's parents;
- Participation in officially recognized activities;
- Grade levels completed;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees, awards received;
- The most previous educational institution attended;
- Photo of the student if available.

If you or your parents do not want any or all of this information to be available as directory information, you must contact the High School Office IN WRITING to have your name removed from the directory list.

### **DISCRIMINATION**

It is the policy of the School Board of Independent School District #2364 to comply with applicable federal and state law prohibiting discrimination. To that end, no person protected by such laws shall on the grounds of race, color or national origin, creed, religion, sex, or marital status be denied the benefits of, or be otherwise subjected to discrimination under any educational programs, or in employment, recruitment, consideration, or selection.

*Board Adopted:*

The School District policy provides a grievance procedure to be used for alleged violations of the district policy regarding discrimination. This form is available in the High School Office.

### **DRESS CODE/CLOTHING**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- 1-clothing appropriate for the weather
- 2-clothing that does not create a health or safety hazard
- 3-clothing appropriate for the activity (i.e., physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- 1-wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably construe as sexual.
- 2-wearing clothing or body markings (i.e., tattoos) that include words or pictures which are obscene, vulgar, abusive, or discriminatory.
- 3-wearing clothing promoting products or activities that are illegal for use by minors.
- 4-wearing clothing or other items, or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This includes objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in district policy.
- 5-wearing clothing or footwear that would damage school property.
- 6-wearing masks, face paint, or grooming that limits or prevents identification of a student.
- 7-wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- 8-wearing clothing in a manner that displays undergarments.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical or similar opinions by wearing apparel on which messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

#### **Procedures:**

When, in the judgment of the administration, a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

Administration reserves the right to deny admission to school functions based on dress and/or grooming determined to be inappropriate and/or disruptive to the education process.

### **FIGHTING**



Fights are any physical confrontation that involves the use of fists or the use of any physical force in anger. Students involved in fights on school property may receive up to three days suspension from school. (This could be either in-school or out-of-school.) Parents will be notified and a conference will be held before re-admittance to school. Law enforcement may also be notified and assault charges could be filed.

### **FOOD SERVICE**

\*Prices are subject to change

#### **Breakfast Prices: All first meals will be free, there will be a charge for extra meals and entrees.**

Free & Reduced (based on approval of Free/Reduced Application)      Free

Kindergarten	Free
1st - 5th Grade	Free
6th - 12th Grade	Free
Adults	\$2.25
Infants/Toddlers/Preschool	Free

#### **Lunch Prices:**

**All first meals will be free, there will be a charge for extra meals and entrees.** Free

K-5th Grade	Free
6th - 12th Grade	Free
Adults	\$4.95
Second Milk	\$ .50
Infants/Toddlers/Preschool	Free

Students can pay for their meals by check in the office OR parents may now pay online. Go to [www.bbejaguars.org](http://www.bbejaguars.org) and click on Infinite Campus portal for any charges due to additional meals/entrees .

Breakfast will be served from 7:45-8:10 a.m. Students interested in taking part in the breakfast program must allow enough time to avoid earning an unexcused tardy to their first hour class. Second Chance Breakfast will be served at 9:10- 9:15 am.

### **Cafeteria**

A well-balanced meal is served each school day to students who wish to participate. Please note:

1. Families are set up with accounts each year that regular meals are charged to;
2. Ala Carte is available **during lunch hours only**, and is paid for with cash.
3. We encourage parents of low-income families to apply for reduced or free meals. Complete the application for educational benefits form at [www.bbejaguars.org](http://www.bbejaguars.org)
4. Students may bring their own lunches and purchase milk in the cafeteria;
5. Eating shall be confined to the cafeteria only; or designated areas.
6. The return of trays, plates, and silverware to the proper area is expected;
7. Violations of these rules will result in a penalty including the cleaning of the facility and/or suspension from the use of the cafeteria.

### **Closed Campus/Lunch Period**

*Board Adopted:*



Students, once they arrive on school grounds, are not allowed to leave without permission or verbal permission from a parent or guardian and the office. Students with College classes/Open Hours will have to turn in appropriate documentation and checkout in the office to leave.

Students must remain on the school premises at all times during the school day, including lunch hour. The parking lots are off-limits during lunch period. Students in classroom hallways during noon hour will receive restrictions or detention without authorization to do so that has been granted by a supervisor or classroom teacher. Students are asked to maintain good social conduct at all times, especially during the noon hour.

### **HALL PASSES**

BBE High school will utilize electronic hall passes. Students must fill out the electronic form before leaving the classroom and upon returning. [Hall Pass](#)

### **HARASSMENT AND VIOLENCE POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL 413 - Harassment and Violence**

1. Everyone at District 2364 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind as referenced in statute 121A.03.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors
  - b. pulling on clothing
  - c. graffiti, notes or cartoons
  - d. unwelcome touching of a person or clothing
  - e. offensive or graphic posters or book covers; or
  - f. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer (Superintendent).
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer (Superintendent).
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Completed policies are available in the district or high school offices upon request.

### **HAZING POLICY 526 - Hazing**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose as referenced in Minnesota Statute 121A.69.

### **Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing shall report the alleged acts

*Board Adopted:*

immediately to an appropriate school district official designated by this policy.

- B. The building Principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer.

### **School District Actions**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials.
- B. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

**For more information, a complete copy of the hazing policy is on-line or in the District Office.**

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment that 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);
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the BBE School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This ACT gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the building principal, 504 Coordinator for the high school, at 320-254-8211.

### **INSUBORDINATION**

Refusing to obey the reasonable requests of the school staff is insubordination. This includes comments made in the classroom, halls, cafeteria, school events, etc. Insubordination will not be tolerated.

### **LOCKERS**

School lockers are the property of the school district. All students will be issued a locker for the school year. Students will not be allowed to carry backpacks throughout the hallways. 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 possible after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. See the complete district policy at: [www.bbejagours.org](http://www.bbejagours.org) Students are responsible to remove all belongings by the last day of school. Any remaining items will be discarded. **DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER. THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN PROPERTY.**

### **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.

### **Medication Policy - 516 - Student Medication**

#### **Administering Medication to Students General Statement of Policy**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, school health paraprofessional (SHP), or nurse designee, will administer prescribed medications in accordance with the law and school district procedures.

#### **Requirements**

1. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent/guardian as well as the licensed prescriber.
2. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
3. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
4. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
5. Prescription medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions may be viewed online by accessing the Wellness Policy through the BBE webpage or requesting a hard copy in the BBE office or business office.
6. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration.
7. For drugs or medicine used by children with a disability, permission for administration may be as provided in the IEP, Section 504 plan, or IHP.
8. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file.

#### **Nonprescription Medication** (Over-the-counter medication)

Students may possess and use over-the-counter (OTC) **pain relief medication** in a manner consistent with the labeling if the school district has received written authorization from the student's parent or guardian permitting the

student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. The provision does **NOT** apply to the possession or use of any drug or products containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

### **Illness**

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. If a student has had a fever of 100 degrees or more, the student should stay home 24 hours **fever free without fever reducing medication until** after the temperature has returned to normal.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours **fever free without fever reducing medication until** after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school.

**\*\*REMEMBER to inform the school by calling 320-254-8211**

**In cases of an accident in school, emergency first aid will be administered and every attempt will be made to notify parents or guardians before seeking additional medical attention if required.**

### **Excuse from Physical Education**

Students will not be excused from physical education class unless they present either of the following:

1. Doctor's excuse: This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education.
2. Parental excuse: This is valid for one class meeting.

### **NUISANCE DEVICES**

Nuisance devices that present a clear and present danger to others as well as disruptions to the school environment, and are prohibited in any school building or on school grounds. The article shall be confiscated and appropriate disciplinary action taken.

### **PLEDGE OF ALLEGIANCE**

Minnesota Statutes 121A.11 mandate regarding the pledge of allegiance:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Staff and students must respect another person's right to make that choice."

### **PORNOGRAPHIC MATERIAL; POSSESSION, USE, OR DISTRIBUTION OF:**

The possession, use or distribution of pornographic material will result in immediate notification of parents, detention, and possible suspension from school. The length of suspension may be from 1 to 5 days, depending on the circumstances. **This includes Internet usage.**

### **POSTERS/SOLITATIONS**

There are several bulletin boards throughout our school. Any announcements placed on these boards must be approved by the office before being put on display. All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the office. Attach only to surfaces that will not be marred by masking

tape. Do not use paste, cellophane tape or thumbtacks, and do not attach to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

### **PROFANITY/INAPPROPRIATE COMMENTS**

Profanity is verbal or written material that shows disrespect or abuse toward others. It is the cursing, swearing or use of words that are inappropriate in a public facility.

**Note:** Profanity, insults or verbally abusive language directed toward any school staff or teachers will result in an automatic suspension (ISS or OSS).

### **SCHOOL CLOSINGS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. This will be announced on radio stations and TV stations. Additionally, BBE Schools will utilize the Infinite Campus parent portal notification system to deliver voice mail, text messages, or emails to parents and students regarding school closure. All changes to school are promptly posted on the School District website along with BBE Social Media pages. Please make sure all contact information changes are communicated with office staff promptly to insure message delivery.

TV: KARE 11, KSTP 5, WCCO 4, KMSP 9

Radio: Q102 Lakeland Broadcasting, KikFM 100.7 Alexandria

Social Media: BBE Schools Facebook, Instagram, Twitter accounts

### **SCHOOL STAFF BACKGROUND CHECKS**

BBE Schools are in compliance with Minnesota State Law which mandates that all school districts conduct criminal background checks on all school employees and individuals who provide services to the school.

### **SEARCH OF LOCKERS, DESKS, AND POSSESSIONS**

#### **[502 - Search of Student Lockers, Desks and Personal Possessions](#)**

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

When a student is being questioned or possessions and or a person being searched a data privacy notice will be provided and asked to be signed for documentation, not permission.

Conferring with Students: A teacher, counselor, administration or other school personnel may confer with a student concerning the violation of conduct of standards, by the student or by others.

Search of personal possessions or person: An administrator or designee may search a student's outerwear, bags, other personal possessions, or vehicle if there is a reason to believe that it will uncover a violation of law or school rules. At no time does the school relinquish its exclusive control of lockers provided for the convenience to the student. Inspection of the interior of lockers may be conducted by school authorities for any reasons, 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.

Camera Surveillance: Students and visitors may be videotaped in public areas of the school building and grounds. These tapes may be viewed by authorized individuals for the purpose of school safety and security of property and buildings.

### **STEALING**

Stealing is a behavior that is not tolerated by BBE Schools. Students may have traditional consequences as outlined in the behavior matrix. If a pattern of theft or item of large value has been stolen, law enforcement may be notified as well.

### **STUDENT SUPPORT SERVICES**

#### **Counselor**

The purpose of the guidance services is to help each student in his social, educational, vocational, and personal development. The counselor is in the guidance office daily from 7:30 a.m. to 4:30 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. The counselor may assist the student:

1. in recommending materials that the student may use to improve his/her study habits.
2. in planning his/her schedule and school program.
3. in making curriculum selections and suitable plans for the future.
4. in offering aid in problems.

#### **School Social Worker**

The School Social Worker is available to meet with general education students and special education students. Families that would like to utilize school social worker services must make a referral through the school social worker by calling 320-254-8211. The social worker may assist students with:

1. Individual and small group- Social/Emotional Support
2. Friendship Skills
3. Classroom lessons

#### **School Nurse**

The school health office is located in the High School Office Area. The school nurse is on duty during the scheduled school day. If a student is ill or has been injured, he or she should report to the health office. The school nurse or office staff will notify the parent or guardian that the student has reported and a decision will be made to have the student return to the classroom, go home, or be referred to the clinic or dentist. Abuse of the health office may result in a parental meeting and/or loss of this privilege. This area is not for loitering or resting.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

#### **School Linked Mental Health**

BBE Schools partners with Woodland Centers to provide all students and families access to mental health services. These services are required to access private insurance if applicable. Interested students or families should contact a school counselor to access these services.

## **TECHNOLOGY**

### **Cell Phones**

Cell phones, AirPods, Earbuds, speakers, and any other electronic devices are not allowed during teacher instruction time. Each teacher will monitor and adjust their individual classroom policies. These devices are encouraged to remain in backpacks, lockers, or in the student's pockets. If a student is using electronic devices for non-instructional usage or violating school or classroom policy, the device may be confiscated and/or delivered to the office. If a device is confiscated, BBE is not responsible if it is damaged, lost, or stolen. Devices may be held in the office until parents are able to physically retrieve them.

If a student refuses to give up their phone to a staff member after a violation of school or classroom policies, consequences for insubordination will follow.

**Cell phones are prohibited in all locker rooms.** Cell phones are not allowed at activities that are an extension of the classroom such as concerts and plays.

All photos and videos taken/recorded during the instructional period must have the approval of the teacher or administration.

### Computer Resources Policy

*(Please refer to BOTH the 1:1 Device Handbook & Policy [524 - Internet Acceptable Use and Safety](#))*

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. Belgrade-Brooklyn-Elrosa Public Schools offers student access to the Internet and electronic mail.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The Internet is provided for students to conduct research and communicate with others in relation to schoolwork. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, school staff, parents, and guardians of students are responsible for setting and conveying the standards that the students should follow when using media and information sources.

Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the District Internet and E-Mail rules outlined in this document, the 1:1 Device Handbook, and District Policy 524, the administration, faculty, and staff of Belgrade-Brooklyn-Elrosa Public Schools may deny, revoke, or suspend specific user rights.

### **District Internet and Email rules**

*(Please refer to BOTH the 1:1 Device Handbook & District Policy 524 - Internet Acceptable Use)*

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or other school area. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with district standards.



The network is provided for students to conduct research and communicate with others. Parent/guardian permission is required.

Independent School District #2364 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Independent School District #2364 will not be responsible for any damages a student/parent or guardian suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at the student/parent or guardians' own risk. Independent School #2364 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. District technology staff may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and radio.

System Access may be terminated for any of the following:

- Damaging computers or computer systems;
- Installing any software on the system;
- Gaining unauthorized access to resources;
- Trespassing in another's folder, work, or files;
- Vandalizing the data of another user;
- Using the network for any illegal activity, including violation of copyrights, other contracts, etc.;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using the network for financial or commercial gain;
- Intentionally wasting limited resources (printing without permission, etc.);
- Chatting;
- Gaming, etc.

Violations may also result in other disciplinary or legal action depending on the severity of the offense(s).

### **Photographs, Videotaping, and Interviews**

BBE Public School District #2364 reserves the right to photograph, videotape, or interview your child for school publications or articles. This policy only applies to photographs, videotapes, and interviews. If you DO NOT wish to have your child photographed, videotaped, or interviewed, please inform your child's building principal. If parents choose to opt-out, this would exclude your child's picture from the yearbook, music programs, and other types of school media.

## **TRANSPORTATION**

### **Activity Transportation**

*Board Adopted:*



The school will furnish transportation for activities. All participants (musicians, athletes, etc.) will be required to ride both ways via school transportation unless special permission is granted in advance of departure. The parent or guardian may personally make arrangements with the AD/Coach for other return transportation. Students riding spectator buses must also abide by these regulations.

### **Bus Transportation [709 - Student Transportation Safety](#)**

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

*The "Danger Zone" surrounding a school bus.* The "Danger Zone" is the area within 10 feet of the bus. The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

#### **Appropriate conduct on the bus:**

Be on time, Stay out of the "Danger Zone.", Follow driver's instructions, stay seated, be courteous, and no eating or drinking on the bus.

#### **Procedures for safely boarding and leaving a school bus:**

Be on time, always line up single file to board the bus, use the handrail, take one step at a time, remain seated until the bus stops, walk to the door, etc.

#### **Procedures for the safe crossing of vehicle lanes:**

Move away from the side of the bus (if you can touch the bus, you are too close)

As you move away from the bus, move to a point at least 10 feet in front of the bus.

Turn toward the driver and make eye contact (see that the driver sees you)

Wait for the driver to signal to you that it is safe to cross (either by the public address or by hand signal).

Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm.

When it is safe, complete the crossing.

#### **School bus evacuations and other emergency procedures:**

There are three different evacuation plans:

1. using only the front service door;
2. using only the rear (or side) emergency door;
3. using both the service door and the emergency door

#### **Bus transportation- Rules and Regulations:**

1. The driver shall have authority on his or her bus in regard to the discipline of the students. It is understood, however, that he or she is responsible to the Principal, and that the Superintendent has final authority.
2. The driver shall at no time use corporal punishment or remove from the school bus any student in order to maintain discipline.
3. The driver shall notify the Principal of any discipline cases that he or she is unable to handle.

*Board Adopted:*

4. The driver will at no time transport any student other than those on his or her route unless permission has been granted to said student by the building Principal or Superintendent. Such permission will only be granted if parents give written permission.
5. Drivers shall use their discretion as to what materials can and cannot be transported to and from school. Animals, domestic or wild, are not to be transported by bus.
6. The driver is expected to complete his or her route unless road conditions are such that it is physically impossible. It is understood that the driver must use his or her judgment in driving his or her route for the safety of the students on the route.

### **Student Ridership Training**

The first month of school must be designated as school bus safety month. School districts must begin providing school bus safety training for all students during that week. Training must take place in the classroom and on the school bus. By the end of the third week of school, all students must demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by a school bus is a privilege - not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

Students who fail to demonstrate that they understand these concepts may lose their bus riding privileges unless the students are unable to achieve the competencies due to a disability.

### **Driving to school**

1. Use and/or access of a vehicle during the school day is prohibited unless you have permission from the office and/or a permit to leave pass
2. If a student must go to their vehicle during the school day, permission **MUST** be granted by the principal or office staff.
3. Reduce speed in all school areas. (10 mph in the lot);
4. Park only in designated student parking lot. (East parking lot). No parking in the Bus Loading Zone, Visitor Parking, etc.
5. Lock your car during the day
6. Vehicle and driving violations throughout the school year could result in use of parking lot privileges being revoked.

### **Key Notes:**

- 1) The school is NOT responsible for vandalism, theft, or accidents that occur in the parking lot. Students should report vandalism, theft, accidents, or other problems to the High School office where the Police Department may be contacted in an attempt to resolve the problem.
- 2) Vehicles in the parking lot are subject to searches for safety reasons upon reasonable suspicion;
- 3) Please observe the parking lot lines and park within the designated spaces;
- 4) Parking in the Bus Zone during the school day, the Handicapped Parking, Visitors' Parking spaces or Traffic Lanes at any time could result in tickets being issued and/or cars being towed.
- 5) Parking in the school parking lot is a privilege as the school district provides busing:

- Parking lot discipline can range from a formal warning to suspension from the parking lot based on severity of violation and the number of disciplinary occurrences.

### **Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches**

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only.

School officials may conduct routine patrols of school district locations and routine inspections of exteriors of motor vehicles of students. These patrols and inspections may be conducted without notice, student consent, and without a search warrant. In addition, the interiors of motor vehicles of students including glove or trunk compartments, in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. These searches may be conducted without notice, consent, or a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

BBE School District contracts through a third party and periodically will do canine walk-throughs of the parking lot. If detection is found, a vehicle search will be conducted.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

### **TOBACCO, POSSESSION OR USE OF 419 - [Tobacco Free Environment](#)**

Possession or use of any tobacco or tobacco-related devices such as "electronic cigarettes" in any form in any school building, on the school grounds, on a school bus, or at any other premise in which students from BBE Schools are participating is prohibited. Any student found violating the rules on the use of tobacco shall be disciplined in the following manner:

- 1st Offense: 1-3 day suspension. (Referred to Law Enforcement)
- 2nd Offense: 1-3 days suspension. (Referred to Law Enforcement)
- 3rd Offense: 3-5 days suspension. (Student will be referred to Law Enforcement & tobacco diversion program)

### **VANDALISM**

Vandalism is purposeful damage to or destruction of school property or property of others. Any vandalism or destruction to school property will be dealt with by law enforcement and be subject to school disciplinary measures including but not limited to restitution, suspension, etc.

### **VISITORS**

All school district visitors are required to adhere to the Minnesota Statute, 609.605 Subd. 4, governing visitors at any school building. Student visitors are not allowed to attend unless for educational purposes. Parents/guardians are always welcome, however, we ask that an appointment be made prior to the visit. Visitation may be denied at any time by school administration in order to maintain a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

## **WEAPONS POLICY 501 - School Weapons Policy**

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. You should also know that possession on school property includes on a school bus, in a school property, or any property leased by a school.

### **“Weapons” are identified by two categories:**

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons.  
Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns and other non-functioning guns that could be used to threaten others.
2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include but are not limited to: belts, combs, pencils, files, scissors, compasses, broken glass, and letter openers.  
Minimum corrective actions **may** include initial suspension for five days, confiscation of weapon, notification of police, and parental notification.

\*An assessment team composed of building principal, counselor, teacher representative, and a law enforcement representative will meet to make further recommendations for resolving the incident. This may be a recommendation to the School Board for exclusion or expulsion. Violation of the terms of Minnesota law will result in statutory penalties, which may include significant fines and prison.

\*\*A student who finds a weapon on the way to school or in the school building and immediately notifies the High School Office shall not be considered in possession of a weapon.

### **Zero Tolerance**

At BBE Schools we believe every student and staff has a right to:

1. Be treated with respect and courtesy
2. Learn without disruption
3. Attend school every day
4. Feel safe

In addition, we endorse the right of teachers to feel safe in their classrooms and teach without disruption. Therefore, we have zero tolerance for the following actions. If a student commits any of the following actions they will be suspended and the principal will make a recommendation to the Superintendent for expulsion. The Superintendent will decide if a hearing should be held in front of the Board of Education to expel the student.

1. A loaded or unloaded firearm, a weapon, device, laser or electronic stun weapon equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. Assaulting a school staff member.

\*\*A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the High School Office shall not be considered in possession of a weapon.

