



**Belgrade-Brooklyn-Elrosa
Public Schools**

**STAFF
HANDBOOK
2026-2027**

Letter of Introduction

Dear Staff,

Welcome to a new school year with BBE Schools! Whether you are a returning educator or new to our district, we are grateful to have you on our team. Each of you plays a vital role in shaping the educational experience for our students, and your dedication to excellence is what makes our schools strong.

This Staff Handbook has been carefully prepared to provide you with important information about our district's policies, procedures, and expectations. It is a resource designed to support you in your work and help ensure consistency, fairness, and clarity across our schools and departments.

As a district, we are committed to fostering a positive and inclusive learning environment—for both students and staff. We believe in the power of collaboration, respect, and lifelong learning, and we are confident that together we will continue to build a culture of high achievement and shared success.

Please take the time to review the handbook and keep it accessible throughout the year. If you have questions or need support at any time, I encourage you to reach out to your principal, supervisor, or our Human Resources team.

Thank you for your commitment to our students and community. Your work truly makes a difference.

About this handbook

Employees Covered

This Handbook is provided as a reference document for the Belgrade-Brooklyn-Elrosa School District's (hereinafter referred to as "District") employees.

Disclaimer

The contents of this Handbook are presented for information purposes only. The plans, policies and procedures described are not intended to promise or guarantee specific terms or conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees. Nor, should this handbook be interpreted to promise continued employment. Notwithstanding any provisions of this Handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this Handbook, individual contract, or relevant collective bargaining agreement. In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control. This Employee Handbook is intended to provide employees with summary information regarding policies, procedures, ethics, expectations and standards of the District. It is not, however, intended to replace a reading of the actual Board Policies or and Administrative Regulations, copies of which are available to all personnel in each administrative office and on the district website at www.bbejaguars.org. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by the following: Federal laws and regulations, Minnesota State Statutes, Rules, Administrative Code and the policies of the BBE School Board. Nothing contained in this handbook shall be construed to limit, impair or affect the right of any

employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the employee.

Management Responsibilities

It is the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District. The School district is not required to meet and negotiate on matters of inherent managerial policy.

Effect of Laws, Rules, and Regulations

Employees will perform services prescribed by the District and will be governed by relevant state and federal laws, School Board policies and the rules, regulations, directives, and orders issued by properly designated officials of the District.

Section 1. District Operations and Information

Our District, Our People

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-Broten-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.

BBE Board of Education

Belgrade-Broten-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.

School Board Members

Jacob Rooney- Board Chairperson

Aaron Radermacher- Vice-Chairperson

Paul Gregory- Clerk

Candra Lieser- Treasurer

Ashley Rath- Director

Megan Jenniges- Director

Jeremy Radermacher- Director

Our Goal Statements -- School Board:

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

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 are a consolidated district with 350 square miles, made up of three supportive communities: Belgrade, Brooten and Elrosa. We value our agriculture and manufacturing roots so highly that this has a tremendous impact on our curriculum throughout the district. In addition, we prioritize our youngest learners, supporting an on-site child care center (Jaguar Kid Connection) serving around 100 children ranging in age from 6 weeks to PreK. Our elementary and high school strive to prepare learners for their futures, instilling a wide range of skills and nurturing passions in our Jagways.

District Leadership Team

Superintendent/Community Education Director: Josie Dingmann
Birth-5th grade Principal: Trent Johnson
6th-12th grade Principal/Student Services: Laura Spanier
Dean of Students- 6th-12th grade/ Activities Director : Chris Anderson
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
Technology Director: Kody Bertram

District Support Team

District Secretary: Sarah Hagen
Elementary Secretary: Deanna Johnson
High School Principal / AD Secretary: Annette Fischer
High School Principal / Technology Support: Janae Nemmers
District Nurse: Jesi Halvorson
Community Education Coordinator: Holli Bromenshenkel
Jaguar Kid Connection Coordinator: Victoria Voss
School Counselors: Kristina Anderson, Allison Buchholz, Alyssa Zacharias

Social Media:

Website: www.bbejaguars.org

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

[BBE School Calendar](#)

Section 2. Employment

Duty Day-Teachers

Hours of service and policies concerning reporting to work are indicated in the master agreement. For the 2026-2027 school year, the day is defined to have three choices, 1. 6:45-3:45, 2. 7:00-4:00, or 3. 7:15-4:15 for teachers. This flexibility is subject to the needs of the district. Please work with your Principal to ensure your hours of service are accurate and known.

If a staff member needs to arrive late or leave the building prior to the end of the school day, the building administrator must be consulted so that arrangements can be made. If a teacher needs to leave the building during the workday, the office must be notified as to where they can be reached during the absence. A sign out sheet is in the office.

The student day at BBE Schools is 8:10am-3:30pm.

Duty Day-Staff

Hours of service and policies concerning reporting to work are indicated in the master agreement. Please work with your Supervisor to ensure your hours of service are accurate and known.

If a staff member needs to arrive late or leave the building prior to the end of the school day, the building administrator must be consulted so that arrangements can be made. If a teacher needs to leave the building during the workday, the office must be notified as to where they can be reached during the absence.

Duty Free Lunch

Staff are given a 30 minute duty free lunch, depending on the contract that guides your work. If you choose to leave the building during your lunch break, please check out in the main office. If you have duties during the lunch period and you will not be there, please inform your supervisor to ensure it is covered.

Job Descriptions / Responsibilities

Your position has a specific job description and responsibilities which you are expected to perform. Please speak with your supervisor if you have any questions about the functions you are expected and/or able to perform in your job. In addition, most jobs will require employees to be flexible and willing to take on new assignments as a result of their responsibilities changing over time. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of changes in your job. Check with your supervisor if you have questions regarding your job description or duties.

Keys / Badges

Employees will be issued a key fob for external doors and keys for internal doors, when considered necessary, at the beginning of the school year. All keys must be inventoried or returned to the main office at the end of the school year upon approval of the administration. At the beginning of each school year, each employee returning to work must check-in with Annette (HS) or Deanna (Elem) to cross check our Key Inventory spreadsheet. Any personnel losing their key/fob shall notify our Building & Grounds Director and will pay the replacement cost for all keys lost as required. ID badges and keys should be kept with you at all times during the school day. ID badges enable staff to get into regular season school sponsored athletic events at no charge. Do not allow students to use your keys.

Staff Meetings

Faculty and/or staff meetings will be held as regularly scheduled meetings at each school building. All meetings will be held at the discretion of your supervisor. The time of the meetings will be agreed upon and prompt attendance is required. Local unions may meet in the school building outside of contract time. Any time outside of this contractual time requires approval of the Superintendent.

Section 3. Human Resources

Employee Data

The following data regarding employees will be kept on file in the District Office:

- Teacher's License
- Teacher's transcript
- Teacher's retirement fund status
- Withholding exemption certificate, form W-4 (federal and state). Notify the office whenever you have a change.
- Address and telephone number
- Social Security Number – copy of Social Security Card
- Driver's License Number- copy of Driver's License
- Other deductions
- Employee authorization to work form- I9

Employee Forms

Employees may access all forms on the BBE District website on the [Internal Resources](#) page.

Employee Discipline - Non-Union Employees Only

During the first twelve (12) months of employment, the District will have the unqualified right to terminate a non-union employee. After completion of the twelve (12) months, non-union employees may be disciplined or terminated for cause, based on a finding by the District. Except in cases of termination, the goal of discipline will be remediation. Discipline will normally be prescribed in the following manner, unless circumstances warrant otherwise:

- Step 1. Oral Reprimand
- Step 2. Written Reprimand
- Step 3. Final Written Reprimand
- Step 4. Suspension without Pay
- Step 5. Termination

Please note, it is the District's discretion to bypass any or all of the normal discipline steps based on the severity and nature of a violation. The District will normally bypass the progressive steps and proceed directly to termination where serious misconduct occurs, including but not limited to, instances of time theft or other fraudulent conduct. The District also reserves the right to non-renew the employment of non-union employees. Certified and Non Certified employees should follow their collective bargaining agreements with ISD 2364.

Evaluations - Certified Employees

All certified employees in the district are put on a cycle of observation, supervision and evaluation. An administrator has been assigned as your supervisor. The purpose of our supervision and evaluation process is to improve instruction to the best degree possible. Here is the link to all faculty and their supervision schedule. [Plan Schedule.](#)

Evaluations - Non Certified Employees

All non-certified employees in the district are put on a cycle of observation, supervision and evaluation. An administrator has been assigned as your supervisor. The purpose of our supervision and evaluation process is simply to improve instruction to the best degree possible. We continually try to simplify the process to make sure the time spent is worthwhile.

Payroll / Time Cards / Annuities

- All hourly employees will be paid to the exact minute based on their recorded clock-in and clock-out times. No rounding will be applied to hourly time. For extra curricular driving and van driving, arrival and departure times will be rounded to the nearest quarter hour (15 minute increment).
- You need to be connected to bbejaguars.org internet to clock in and out.
- If you miss a clock in or out, you will be locked out of the system for the next login and will need to be entered manually by Lara or Sarah in the District Office..
- Before school begins each new employee should report to the main office to complete Form W-4 to indicate the number of exemptions to be claimed for withholding purposes (income tax deductions).
- Employees who have been employed in the system in previous years should likewise report to the main office to indicate whether the exemptions to be claimed for withholding purposes have been changed from the previous year.
- Social Security and retirement deductions are taken out of checks as individual cases demand. All substitute teachers, no matter how casual, must have Social Security withheld.
- We have set up procedures so you can direct that a portion of your salary will be paid as premiums on an annuity contract of which you would be the owner. Under current tax law, those premiums would not be taxable income to you when made.
- The district reserves the right to reject a particular vendor. The Superintendent must approve tax shelters before you sign up.

Section 4. Procedures

Bodily Fluids Handling

The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g. nasal discharge) and saliva. The body fluids of all persons should be considered infectious agents (germs). When exposed mucous membrane or skin lesions come in direct contact with infected body fluids, it could possibly serve as a portal of entry for an infectious agent such as Hepatitis or HIV, thereby transmitting an infection.

What can be done if an injury occurs that involves body fluids?

1. The injured person should apply direct pressure, and to the extent possible, clean and care for a wound themselves. This avoids the necessity of a second person being exposed to any body fluids. If a second person assists with care, he/she should use sterile gloves.
2. If body fluids of one person come into contact with the intact skin of a second person, wash with soap and water or wipe with alcohol or a disinfectant.
3. If body fluids of one person come in contact with an open sore or wound of another person, wash with soap and water or with alcohol or a disinfectant. Consult with a health care provider as to the extent of the exposure and likelihood of disease transmission.

How should uniforms, mats and other equipment exposed to body fluids be cleaned?

1. Use the following:
 - a. soap and water

- b. bleach solution (1:10) bleach and water mixed fresh for each day
 - c. disinfectants such as A33 (does not discolor uniforms)
2. Use disposable towels and supplies. Do not reuse a cloth towel for more than one person.
3. Provide disposable sterile gloves and/or sterile wipes for staff who wish to use them when treating injuries or cleaning up body fluids.

How should soiled materials be disposed of?

1. Dispose of soiled cleaning materials in a disposal bag or lined trash can.
2. Close the bag and tie it.
3. All containers should be emptied daily.

Building Care

Our taxpayers have funded a major improvement to our District facilities. We are tasked with maintaining our furniture and facilities to our utmost. Research is fairly clear about having as few distractions as possible on classroom walls. Here are some general rules of thumb as we go forward.

1. Windows and glass should remain unobstructed.
2. Tape or tacks should not be applied to painted walls. In the event you want to hang something in your classroom, use cork or whiteboards.
3. The total covered area of your walls should not exceed 25% of the classroom. All rooms have been painted. You need to seek approval from your Supervisor if interested in alterations to your wall space.
4. Dedicated bulletin boards will be put up at various locations in the building to facilitate building or community information.

Communication

Faculty members will not be forwarded phone calls unless it is an emergency message. Our expectation is that telephone calls are restricted to a professional nature. It is critical that all faculty members check district email daily. Faculty members should not use personal cell phones, or participate in personal social media, during their instructional time.

Expense Reimbursement

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- Automobile travel shall be reimbursed at the mileage rate set by the school board.
- Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

Intervention Teams

Intervention Teams provide a vehicle whereby students identified as being potentially “at risk”, for whatever reason, can be provided assistance. These are students who are not currently referred for or receiving special education services. Students are initially referred to the counselor/Title I Teacher, using the attached referral form.

The core team comprises the school principal, counselor, classroom teachers, and the special education teacher, and any other staff who are deemed necessary. During subsequent meetings, student progress will be monitored by the Teams in each building.

Professional Development

All staff members will participate in their professional development plans on an annual basis. Those staff members who desire to attend workshops outside of the district should obtain a Staff Development

Inservice/Workshop request form, complete it and return to their Principal or Supervisor. Please submit your registration and paperwork in a timely manner so your professional development request can be approved in time to meet all registration deadlines. All staff development requests must be approved by the Staff Development Committee. This committee meets each month to review staff development requests.

The entire process can be followed at this link. ([Request Form](#)) [Jag Credits Approval](#)

Purchase Requisitions

Purchases of supplies shall be made by submitting a purchase requisition to the Supervisor using Smart ER. Approved purchase orders will be forwarded to the business office for fulfillment. Purchase requisitions that are not approved will be returned to the appropriate staff member. Any purchases made directly by the teacher or other employee must have prior administrative approval and be accompanied by a purchase requisition and receipt. Purchases made to a specific account should be used for that specific purpose. Any employee who orders supplies or equipment without proper authorization may be personally liable for payment of the bill.

Staff Absence and Substitutes

- All absences need to be entered into SMARTeR. Employee Access leave requests generate the substitute employee request.
- Staff members who become ill overnight and must call in during the evening or early morning hours must call Deanna Johnson at 320-254-8211 x1215 by 6:30 a.m. Mrs. Johnson will arrange for substitutes throughout the school district that occur at the last minute.
- Pre-approved absences should be arranged with Janae Nemmers for High School staff and Deanna Johnson for Elementary staff.
- District faculty that travel between buildings should contact the building in which they spend the majority of their instructional day.
- Following an unexpected absence, a leave request will be completed by the office. Check SMARTeR regularly to track the official available sick hours. Questions or errors concerning hours of sick leave should be directed to Lara Dahl in the District Office. Leave requests for planned absences should be completed as far in advance as practical.

Student Supervision

Elementary: The classroom teachers will need to be in their classrooms at 7:45 A.M. each morning.

- Students will not be allowed in the classrooms until 7:45 A.M. each morning unless they have the teacher's permission. The cafeteria and hallway supervision will be covered by staff that will be assigned by the Principal.
- Classroom teachers may be responsible for their students at lunch time. This will depend on the final schedule and will be communicated to the faculty. Teachers will be asked to sit with their students during lunch to allow for adequate supervision.
- NonCertified staff will be assigned and a schedule will be produced by the principal for before and after school supervision. After school supervision is from approximately 3:15 - 3:50.

High School: All teachers will rotate morning and afterschool supervision throughout the school year.

- Teachers assigned to morning supervision are responsible to supervise students during breakfast and until the 8:10 bell. Morning supervision is approximately 7:50-8:05.
- Teachers assigned to after school supervision are responsible to supervise students in the cafeteria / entry until the last bus departs.
- After school supervision is approximately 3:35-3:50.
- Each teacher will be assigned a daily supervision as part of their schedule by the building administration. These duties may include: lunch, hallway, or study hall supervision.

Weather-Related Information

E-Learning Days

E-Learning Days are designed for a continuation of learning when school is canceled due to inclement weather. E-Learning Days allow for the school calendar not to be extended due to school cancellations. An e-learning day means a school day provided by students' individual teachers due to inclement weather. An e-learning day is counted as a day of instruction and employment.

School Closing

The first official weather related closure declared by the District will be considered a paid work day for all eligible employees. Staff members who were scheduled to work will receive their regular pay as if they had worked their normal scheduled hours. Any additional weather related school closures beyond the first official snow day will be made up according to the District's approved school calendar and designated make up days.

Late Start

If the school district announces a one or two hour delayed start, employees are expected to report to work at the corresponding delayed start time. Employees who report will be compensated for their full regularly scheduled work day and will not have their pay reduced to the delayed start.

Early Dismissal

If school is dismissed early because of inclement weather, employees are expected to remain on duty to the end of their regularly scheduled shift, unless released earlier by Administration. Employees who report to work as scheduled on an early dismissal day will be compensated for their full regularly scheduled workday, regardless of the time they are released by Administration.

Essential Employees

Employees designated as essential personnel are expected to report to work as scheduled during weather-related delays, early dismissals, or school closures, unless otherwise directed by Administration. If an essential employee is unable or chooses not to report for their scheduled shift, they must use available Paid Time Off (PTO) for the hours missed. If sufficient PTO is not available, the absence will be unpaid.

Requirements

Accident / Injury Reporting

Staff are expected to report all student accidents they observe involving an injury, slight or complicated, as soon as possible to the Principal's or nurse's office.

If a student under your care, or direction, is injured in a school function – academic or activity – you are responsible to complete the student accident form within 24 hours and return this form to the Principal's office.

In general, data on the unsafe acts and conditions causing accidental injuries and deaths to students are essential to the initial planning, efficient implementation and later evaluation of an effective school safety program.

Data Privacy

Most information obtained as the result of employment with the school district is classified as confidential or private under the Minnesota Government Data Practices Act. The same is true of data which relates to current or former students. Respect for the privacy of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including staff information or school district business information. All information garnered at school should stay at school. Do not talk about student and staff performance in public or social media. The District will

comply with requests for public information as they are received in accordance with state law and school district policy.

Dress Code

It is important that students, parents and community have confidence in the staff of the school district and that staff members have confidence/pride in themselves while providing students quality educational services. These educational services are provided by: certified staff, secretaries, custodians, cafeteria staff, paraprofessionals and administrators. It is the district's expectation that district staff present a professional image to parents, students and the community. To help present this image and foster confidence in the district, staff members are expected to dress in a manner which is appropriate for the position they hold in the district. Supervisors will discuss appropriate dress with individual staff members.

- Clean, neat, professional dress is expected for student contact days. Suggested dress includes: clothes that are clean, not torn, worn or faded out, cover the midriff and appropriate for special student activities.
- Each site may choose to have casual/spirit days for special events.

The following are examples of *inappropriate* attire on student contact days:

- Low cut tops, short skirts or shorts, strapless tops, spaghetti strap tops, tee shirts with inappropriate/offensive logos for school settings, sweat pants.
- Visible tattoos and piercings must not contain profane or obscene language or graphics nor should they interfere with the learning environment.
- Administration may make exceptions to the dress code rules regarding inappropriate attire under extenuating circumstances on a case by case basis.

Lesson Plans / Syllabi – Classroom Teachers

All teachers need to be well-planned to ensure they are prepared for students, or in the event they cannot be at school unexpectedly. The administration reserves the right to request classroom instructors to submit lesson plans to the principal at any time. Lesson plans should be prepared at least an entire academic week in advance and may be checked periodically by administration. Included in your plans should be the activities planned for each day and assignments.

All high school instructors are required to have a syllabus / course plan for each academic course of instruction. Each [syllabus](#) should be updated annually and include the following components:

- Course objectives/goals
- Standards addressed in the course (MN State Standards and/or National Standards)
- Description of instructional methods and materials
- Grading Methods and Student Expectations
- Academic Honesty Expectations

Mandated Reporting

All school district employees are Mandated Reporters as defined by Minnesota Statute. If a situation arises that requires a teacher to file a report, please contact Kristina Anderson, BBE School Counselor for the procedures of filing the report. Please note that the BBE school district consists of the following counties when filing a report. The county of residence should always be contacted to file a report.

Stearns County, Service Entry Unit, 320-656-6290

Professional Development Activities

All staff members are expected to participate in required professional development activities. If you cannot attend, please consult your supervisor. At the beginning of each year, all staff members have a set of learning activities set up through the Vision training system that must be completed by September 30. If you are requesting funds from the District to attend a workshop or seminar, please use the appropriate form to request this training. The Professional Learning committee meets monthly.

Workers Compensation

Employees of the district are protected under the Worker's Compensation Act. In order to secure the benefits of this, employees must report all accidents immediately to the Superintendent when they occur within the building, on or off school grounds while on duty.

When an employee is injured on the job and covered by Worker's Compensation, the sick leave will apply except that the salary paid by the board of education will only supplement the amount received from Workers Compensation so that just the full salary will be paid.

All injuries, however slight, are to be reported to the district office within 24 hours. Forms to be completed can be requested from the office. Penalties can be imposed on employers for late reporting of injuries. Disciplinary action may be taken against employees for failure to report injury within 36 hours after the occurrence. The employee will need to pay any fine levied against the school district as a result of late notification. An OSHA report must also be filed in the event of injury.

Policies

Employees are expected to follow all District policies, procedures, and administrative regulations. This handbook is intended to provide general information regarding employment practices, expectations, and benefits; however, it does not replace or supersede official District policies. Current Board policies are available through the District Office or on the [District website](#). Employees are responsible for reviewing and complying with applicable District policies.

Miscellaneous

Jaguar Pride Tickets

As a PBIS School, faculty and staff will review all Jaguar PRIDE expectations each school year. All staff are responsible for teaching behavior expectations to all students while modeling similar professional behavior.

Parking

When parking on the street, do not park within 20 feet of a driveway. Do not park in the bus loading zone directly in front of the school. Keep all fire lanes free and clear at all times.

Fundraising Monies

We hold several fundraising events during the year (Jaguar Open Golf Tournament, Color Fund Run, Salt and Fruit sales). This money is primarily raised to support students to pay for those items that were typically used for fundraising. The committee for this group meets regularly to disburse funds. Your student organization should fill out the [fundraising form](#). These requests should be made by the last day of each month.

Parent Communication-Teachers/Staff

Regular communication between staff and parents is essential to a positive understanding between the school and the home. When a parent/guardian wishes to talk with you, or sends you an email, remember you are responsible for creating an open and supportive environment that encourages the honest expression of concerns and enables you to assist the parent/guardian in resolving any problems. These interactions are a part of your job, and be as flexible, honest, and receptive as possible whenever they occur. In no case, however, should meetings be held during class time or in the presence of students (unless the student is specifically involved). The suggested process is as follows.

1. Set an appointment with the parent(s)/guardian(s), yourself, and any other staff members involved. Whenever practical, the student in question should be present. Consider informing the Administration of the appointment in case s/he has any insights or information to share with you, or in certain cases, to be present with you in the meeting.
2. Be prepared for the meeting. Take a few minutes to create a hospitable space for the conversation. You may want to have student work, copies of textbooks, progress reports, and/or other relevant information available. It is best practice to write out two or three talking points and then to really stick to those. This can save you so many struggles if things don't go well through emotional testament.
3. Ask the parent if s/he has discussed this matter thoroughly with the student and ask the student to tell you how s/he understands the situation. Listen closely. Take notes if it will help you be clear. Remember that all parents love their children and they are there, talking with you, because they know you care about the child too.
4. Try to come to a mutually agreeable solution. You might begin by asking the student and parent what they see as the next step(s) and work with that as a starting place. Remember - it is your responsibility to facilitate the success of the meeting.
5. If the parent/guardian is still not satisfied with the conclusions reached at this level, suggest that the parent request a conference with yourself and Administration.
6. Written Communication/Email Rules: This could be Rule #1. Emails and texts are not effective communication.
 - a. Consider that every email or written communication should be written with the idea that anyone and everyone can read it later.
 - b. Emotions and context can be highly misconstrued through these media.
 - c. Be very brief in emails and texts in response. Yes and no answers are appropriate. Anything else can be a landmine.
 - d. Do not respond to a long, emotional email with another long, emotional email.
 - e. Do not use student names in emails with people who are not privy to that information, even if these students are assumed.
 - f. Always attend to who emails came from, who was attached, and who may be attached that you can't see. There is nothing more damaging than when you say something about someone else, like a fellow professional, that you didn't intend to include or to forward that information to.
 - g. Do not create long email lists of addresses in your emails. This makes it very easy for people to respond with a Reply to All.
 - h. Do not privately attach cc or bcc to those who really are not involved. If you need assistance later, it is better for you to share that individually with peers or supervisors later.
 - i. Delete unnecessary information from email strings. It is common for someone to read a previous email that wasn't even related to the issue, but now is added into

many others who can read what everyone said prior. It is best practice to delete everything not related to the individual email message or response you have created.

- j. These items basically apply to how you communicate electronically with other staff members as well.
7. If a satisfactory conclusion is not reached at the building level, the Principal may suggest a meeting with the Superintendent.

Volunteers

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

Alternate Learning Days Plan

PreK-Grade 3: All learners will have access to Choice Boards. These will be sent home with students or can be found on the school website under the Elementary School E-Learning tab.

Grades 4-12: All learners will be expected to participate in synchronous teaching sessions.

****ADD Grade 4-5 schedule HERE**

Grade 6-12 Schedule (Digital & E-Learning Days)

7:30am- 10am	PD/Prep
6-12th grade Schedule	
10-10:30	Hour 1
10:35- 11:05	Hour 2
11:10-11:40	Hour 3
11:45-12:15	Lunch
12:20-12:50	Hour 4
12:55- 1:25	Hour 5
1:30-2:00	Hour 6
2:05- 2:35	Hour 7
2:35- 3:00	Student Contact time
3:00-4:00	Teacher Office Hours

Part-time Staff: Your hours will be based on your FTE. See your building administrator if you have questions.

E-Learning days will be utilized based on the following schedule:

1st Called Day - Forgiven

2nd Called Day - In School Make-Up

3rd Called Day - E-Learning Day

4th Called Day - In School Make-Up

5th Called Day - E-Learning Day

6th Called Day - In School Make-Up

Kajeet Student Hotspots are available from the tech department if a student is in need of internet access. An E-Learning day is a regular school day with regular instruction and attendance provisions for Grades K-12. For P-3, learning activities are provided to students and parents if online access is not available.

Definition of Days:

Digital Learning: These are two days put into our yearly school calendar to practice for e-learning days. Teachers have two hours of professional development from 7:30-9:30am and begin their student contact day from 10am-3pm. Students need to be available by 10am for their learning day. PreK- Grade 3 student attendance will be monitored and based on work completed. All learners will be counted absent 2 student days after the Digital Learning day if work is not completed.

E-Learning: These are days used in emergencies. We can use up to five of these days per year that count towards our hours requirement with MDE. These days are called at the moment of a snow day and all teachers and students need to be prepared for an e-learning day that is a student contact day that begins at 10am and ends at 3pm. Teachers use from 7am until 10am to prepare. Students need to be available by 10am for their learning day. Attendance will be monitored and based on work completed. All PreK-Grade 3 learners will be counted absent 2 student days after the E-Learning Day if work is not completed.

Flexible Learning: Flexible learning days may be called for specific groups that are all missing school, but may still be able to “sit in” digitally. We have acquired state-of-the-art technology in every classroom to allow students to be present even when they are not on site. Despite students not being present, they are still expected to do their academic work to be in attendance. This option is used for things such as: academic field trips, illness at home, state tournaments, fine arts trips and academic competitions like Robotics.

Following are considerations teachers should follow in planning for e-learning day activities:

Anticipate Time Requirements. Recognizing that students learn at different paces, especially in an independent context, it is important to consider students who you picture as struggling through the assignment and design activities that they can complete in the time they would have been with you in class.

For PreK-12 Grade:

School Readiness - approximately 30-45 minutes per day

Kindergarten - approximately 45 minutes - 1 hour per day

Grade 1 - approximately 1-2 hours per day

Grade 2 - approximately 1 - 2 hours per day

Grade 3 - approximately 2 - 3 hours per day

Grades 4-12 - approximately 30 minutes **per** class

Some students may need more time, some less for each activity. The goal is to provide meaningful activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum continuum when the students return to school. Learners will submit the E-Learning Day activities based on the teacher's instructions.

Provide a timely plan. The intent of the scheduled e-learning days is to provide real-time learning (learning that continues in the continuum that you would be delivered during a "normal" school day) to support what would have happened had students come to school. These learning days are workdays for both 4-12 students and staff: **posting work for students is much like showing up for work**, please do it.

- Assignments/activities will be posted by 10:00 AM on the day of the scheduled flexible learning day. You may post assignments earlier.
- ~~Attendance will be taken in each class based on fulfilling the requirements of each teacher two days after the e-learning day has occurred.~~
- Teachers may give students time appropriate to complete an activity, therefore it does not necessarily need to be completed by 3 PM of the e-learning day.
- ~~Teachers should email parents via Campus in each class of the daily activities so they are informed of what is going on as well.~~

Be available on Digital Learning Spaces (Google Classroom, Seesaw, Google Meet), and by email, phone and all other learning platforms that you are using during your scheduled work day. Timely interaction between students, parents and staff is a vital part of this and a strength of these platforms.

- For scheduled days: "office hours" are scheduled for 10:00-12:00 and 12:30 PM - 3:00 PM with lunch from 12:00-12:30 PM . This will facilitate the opportunity for all our learners to be connected to the staff as they participate in meaningful activities. This will help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum continuum when students return to school.
- In the event the staff member is unable to teach on an e-Learning Day, the communications will be directed through Mr. Johnson at the elementary, Ms. Spanier at the secondary.

Plan for Self-Directed Learning. Similar to the first point, plan activities that are manageable by the students working independently. One of the main, positive outcomes of an e-learning day is teaching students to be more self-directed, appropriate to the level of the student. **Activities should not require sustained attention by parents.**

- **For primary grades (PreK-3 Choice Boards):**
 - Use programs and activities that are familiar to families.
 - Include ideas for brain breaks - Physical Education Activities, Art, and Music
 - Include choice activities for parent and student flexibility.
- **For Special Education and Specialized Staff (Social Worker, Counselor, Title, Speech Language, Pre-School or Non-Classroom Certified Staff):**
 - Have access to your caseload
 - Communicate to General Education teachers modifications/accommodations as needed
 - Communicate with parents and students

Any pull-out classes (skills and academics) will be pushed out to the students in grades 3-12th by 10am. These periods need to be part of your work time. For instance, if you have two pull-out classes, you may want to inform students and/or parents that you are available from 10am-3:00pm.

Our preference is that you are fully available from 10am-3:00pm and you can do professional development and/or paperwork throughout your time.

Customize Learning. As you know, core to our strategic direction is developing a system that can customize a program for every student and to provide meaningful activities that will help with instruction time to help reduce the loss of face-to-face instructional time and allow for acceleration of the curriculum when students return to school. You will picture students for whom the work you are planning will be too challenging without the support they normally receive in your classroom. There also will be rare instances where a student simply did not have access to the Internet and so could not get their assignment. Creating a customized program for cases such as these is critical. As part of this customization, consider flexible deadlines, and student choice in activities so that families have some ability to direct their day.

Communicate. Develop common expectations and common communications by grade- level, team and/or department. When everyone knows what to expect, students and families can focus on the learning. Develop consistent protocols for posting assignments on your Learning Management System.

Each teacher should have a plan to inform students of daily expectations, and should copy parents through Infinite Campus, or elsewhere, of those expectations. This will ensure the parents know what we are expecting of their children, and we will know that our expectations were given to a parent/guardian.

Follow-Up. The intent of the E-Learning Day is that the learning continues in spite of not being present at school. **Families and students want to know that the learning activities are valued and are not simply busy work.** Please have a plan to acknowledge what was done and show its importance.