

BBE Activities Parent/Player Handbook



Jaguars 2026-27

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Students and Parents:

Thank you for taking the time to attend our Activities Meeting. Please review the 2026-27 Activities Meeting presentation. I highly encourage parents and participants to be familiar with our activities handbook. If there are any questions, please don't hesitate to reach out. I am a firm believer in talking about concerns and realizing that we may not always agree on everything. Ultimately, we want our BBE students to have a positive experience in all activities.

BBE Schools has a variety of activities offered throughout the school year in an effort to keep our students active. It is the hope of the activities department that students become involved in as many activities as possible and become well-rounded individuals that achieve on stage, on the field and in the classroom.

The purpose of this booklet is to be a guideline for commonly asked questions and to communicate some general expectations of the BBE Activities Program. Hopefully by reviewing this handbook, everyone will be better informed and the channels of communication will strengthen with all involved. If you have any questions about these policies and procedures, please call the Activities office at 320-254-8211 Ext. #2191.

Go Jaguars!

Chris Anderson
Activities Director

Mission Statement:

- **We are ALL in this together. Our goal is to provide a positive, safe, and successful experience for every student-athlete while representing BBE with pride and professionalism.**

Objectives of Participation

The activity programs at BBE High School should meet the following objectives: Provide valuable lessons in teamwork, sportsmanship and hard work as well as self-discipline and leadership. Furthermore, they should build and instill self-confidence, and develop skills that carry throughout the rest of the participants lives.

The Activities Program will be conducted in accordance with the policies established by the Board of Education, Minnesota legal statutes, and the Minnesota State High League.

- Objectives – Students should become more effective citizens in society.
- A student should learn that a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its goals must be placed higher than personal desires.
- Society is very competitive. We do not always win, but we are successful when we continually strive to do so. Develop a desire to be the best that you can be.
- While we should take great pride in winning – we should never condone “winning at all costs”.
- We should strive to develop sportsmanship. To accept defeat like a true sportsman knowing we have done our best. We need to learn to treat others as we would have others treat us. We need to develop desirable social traits such as emotional control and honesty.
- Continual improvement is essential. Establish goals and consistently try to reach them. Try to better yourself in the skills involved in all activities you participate in.
- Enjoy the activities. It is necessary for students to enjoy participation, to be aware of all the personal rewards to be had from activities and to also give sufficiently of themselves in order to improve the program.

Participation

Participation in activities is a privilege that must be earned. There is a common misconception that as a student-athlete gets older, the amount of playing time they will experience will increase. This is far from true and many times just the opposite. The amount of playing time a student enjoys will reflect his/her skill level and the continual work to improve those skills and abilities. Practices are mandatory at all levels.

- **JH Team Sports:** Learning skills is the priority here and not winning. Playing time should be as equal as possible. Students should have opportunities to play various positions as their skill level allows. Unexcused absences from practices as well as poor attitude toward coaches and teammates can negatively affect playing time. Please note that equal playing time will not be guaranteed at tournaments.
- **C Squad/Junior Varsity Team Sports:** Playing time is not guaranteed at these levels of competition. The coach will decide what position will allow a player the greatest success and which will best benefit the team. Playing time is not distributed on an equal basis and again absences from practices as well as a poor attitude toward coaches and teammates will affect

playing time and could cause dismissal from the team. While winning should not be considered the primary goal at this level, it is a goal!

- **Varsity Team Sports:** A high priority is placed on winning at this level. Coaches will control who plays, how much they play, and what position they play. Practices are mandatory and unexcused absences will have consequences that are explained at the beginning of the season.
- **Individual Sports and Activities:** It is important to always remember that individual sports such as wrestling, tennis, track, golf, and cross country are team sports first. While there will be procedures for determining who qualifies for the varsity team, coaches still have the final say in determining what is best for the team.

Team members can be from grades (7-12) and the team numbers are set by the MSHSL and at the coaching staff's discretion. All coaches would like to be able to play every player on their team at every contest, but unfortunately not all games will allow this to happen. We ask parents and participants to please communicate appropriately with coaches/advisors and to support their decisions as the school year progresses.

Team Placement

All students interested in participating in extracurricular activities will be given the opportunity. Regardless of what some people think, our coaches do evaluate participants on a variety of categories including skill, maturity and mental toughness. While some may not always agree with the coaches decisions, they will be left with the task of determining where individual players fit in terms of teams and levels when it comes to competition.

The Varsity team will carry no more participants than Minnesota State High School League rules allow, and the size of the varsity squad will be based on the coaching staff's discretion for what they see as maximum for team efficiency and success. The Junior Varsity and C-squad teams will be formed with a similar process. Seniors will not be allowed to play on the junior varsity team for obvious reasons unless there is advanced communication and it is a special circumstance.

Student Responsibilities/Obligations

Both parenting and coaching are extremely difficult jobs. By discussing an understanding of each position, we are better able to accept the actions of the other. When your children become involved in BBE programs, you have a right to understand what expectations are placed on them. In order for our programs to be successful, we all need to work together. Teachers and coaches/advisors care a great deal about your son or daughter and want to contribute to his/her development in a positive way. It cannot be promised that all of your concerns can be resolved to your liking but we can say that we will listen to your concerns and address them:

Communication you should expect from Your Student's Coach/Advisor

- Coach/Advisor expectations (ex: discipline, away game behavior, etc)
- Locations and times of all practices and contests.
- Team/activity requirements (i.e. special equipment)
- Procedure to be followed should your student be injured during a practice or contest. (Tough calls will error on the side of safety.)

Communication Coaches/Advisors Expect from Parents:

- Be a good Fan. Cheer for our team, not against the other team.

- There are no perfect officials. Please show them respect.
- Notify the coach of any schedule conflicts in advance. Be prepared when absences are not considered excused. Vacations are not excused. They are a choice.
- Understand procedures when there are conflicts.
- If you attempt to contact a coach or advisor with a question other than playing time and they do not return your call, please contact me.
- Follow the 24 Hour Policy - Allow 24 hours after a contest before contacting a coach/advisor. Take time to defuse, reflect, and process the situation at hand. We want to avoid emotional behaviors that may arise in the heat of the moment.
- Social media and other online platforms - please be respectful and courteous. These are not areas to bash coaches, players, opponents, referees, etc. Be respectful and supportive of all involved. Take the high road!

Participation in activities at BBE High School can be a very rewarding experience. However, it is important to understand that there may be times when things do not go as you or your child wishes. We need to keep in mind that a coach/advisor must work with a particular activity and keep a “bigger” picture in mind, not what is just the best for an individual participant. We must also keep in mind that coaches/advisors see participants at each practice, and that they are constantly evaluating to determine what line-ups allow the team to compete at its highest level possible. There can be factors other than ability and individual performance which enhance participation. At those times, discussion with the coach/advisor is encouraged. Some appropriate issues to discuss with coaches/advisors would be:

- Academic concerns.
- Ways to help your child improve.
- Concerns about your child’s behavior.

There are situations that may require a conference between the coach/advisor and the parent. It is important that both parties involved have a clear understanding of the other’s position. At the varsity level, for example, if a participant is unclear of his/her role on the team, including his or her playing time, it is encouraged that the participant discuss his/her situation with the Head Coach/Advisor. **If playing time is the main concern, please be aware that this is at the Head Coach/Advisor’s discretion.**

If the situation remains unclear, the following steps listed below should be followed:

- When a conference is necessary, the following procedure must be followed to help promote a resolution to the concern. A concern involving an athletic or non-athletic activity **MUST** follow an appropriate chain of command to be resolved. The appropriate chain of command is:
 - Student and Coach/Advisor
 - Student/Parent and Coach/Advisor
 - Student/Parent and Coach/Advisor - with Activities Director
 - Student/Parent and Coach/Advisor – with A.D. and School Administrator

****All communications start with the participant and their coach/advisor.**

Conflict Between Activities

Participating in Developmental Programs in on Out-of-Season Sport, while Participating in an In-Season Sport.

- **The philosophy of BBE Activities Department is that the sport considered “in-season” should be considered the participants top priority during that activity’s practice and game, meet, or match times.** Every effort should be made by the participant and their parents to avoid any conflicts between scheduled interscholastic practices, games, meets, or matches of the “in-season” BBE sport with that of any “out-of-season” developmental programs practices, games, meets, matches, or tournaments. If a conflict does arise it will be up to the head coach of each program to decide on a course of action. Head coaches must make their expectations in this regard clear to participants and their parents in their team handbooks as well as at their pre-season meetings.

Participants who Choose Multi Activities in the Same Season

- An individual student who attempts to participate in several extracurricular activities may occasionally be in a position of a conflict of obligation. Before attempting multiple activities, the [Multi-Sport Contract](#) needs to be completed. Please consult your coach/advisor for each activity and understand how they feel about the possibility of sharing you.
- If a student wants to join multiple activities that fall under the same season they must fill out a contract with the AD on their PRIMARY and their SECONDARY activity. Their primary activity is their main activity and this comes before all.
- Participants must communicate with both coaches and develop a plan for practices and any other required events.
- Participants must be timely with their communication. Do not wait until the day of the event. Keep in mind events change due to the weather.

Eligibility

Eligibility requirements shall be those set forth by the MSHSL as well as the following:

- To participate in a school activity, students must have all required participation forms, activity fees, and current physical on file with the Main Office before they are eligible to practice or compete.
- It is the responsibility of the student and parent/guardian to ensure all requirements are completed and submitted on time, including monitoring expiration date of the student’s physical. Students with an expired physical will not be permitted to practice or participate until an updated physical has been received by the school.
- Players must attend a minimum of one week of practice before becoming eligible for games and must have complied with **ALL** minimum requirements as set forth by the MSHSL.
- Participants absent from an entire day of school will be denied the right to participate in either practices or events on that day or night. However, if the absence is excused (i.e. funeral, field trip) and approval is given by the parent/guardian, the coach/advisor, and the high school principal, the student may participate. **COMMUNICATE** do not **ASSUME**.
- A student must be in attendance **by 11:00am** to practice or compete or perform. **COMMUNICATE!**
- If a student goes home sick, causing them to miss class time, during the school day they will not be allowed to compete or practice that day.
- Students need to be in compliance with the Student Attendance Policy #503 to maintain eligibility in any extracurricular activities.

- Academic Dishonesty: Any student caught for a second infraction of academic dishonesty (ie. cheating and/or plagiarism) during their BBE academic will serve a Code of Conduct. Additional violations during the same school year will be progressive in discipline.
- In order to participate in extracurricular activities – Students, Parents and Coaches/Advisors need to fully read and be aware of the contents contained in the **Athletic Eligibility Brochure** issued by the Minnesota State High School League at the onset of each new school year. **After reading the brochure, it is necessary that both the student and parent/guardian sign the form electronically where it is appropriate in order to be eligible.**

It is understood that the signature of the student and parent/guardian, indicates an understanding and awareness of the conditions of eligibility set forth by the MSHSL and the penalties prescribed for violations of these conditions.

Academic and Activities Eligibility

Academic Eligibility refers to academic standards that students must uphold to be eligible to participate in extracurricular activities. These activities are in the areas of **fine arts, athletics and academic extensions**.

NOTE: In order to be placed on the individual activity Master Eligibility List of the local School District (required by the MSHSL), the Activities Director must be able to answer Yes to the following question, “Is the student making satisfactory progress toward the school’s graduation requirements?” If the Activities Director is unable to answer yes to that question – the student cannot not be placed on the Master Eligibility List and therefore not eligible to participate.

ACADEMICS 613- Graduation Requirements

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.

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= 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.

Activities and Eligibility

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;
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:

Clubs and School Organizations (FFA, FCCLA, BPA, ESports, Student Council, Robotics)

A student holding a leadership position in any activity under the umbrella of the BBE activities department or a leadership position in an organizations, who are found in violation of MSHSL rules and guidelines or District 2364 policies (which in Penalties for a Category I or II Activities)

- First Violation: will be removed from their position of leadership for 4 weeks or 28 calendar days for the first violation while serving their MSHSL violation (refer to bylaw 205).
- Second Violation: will result in loss of leadership roles for one calendar year within that organization. A student can reapply for leadership role opportunities the following calendar year.

The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count.

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 7-12. 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.

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;
- 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.

Activities: Individual Awards and Leadership Roles

- Participants serving a MSHSL violation:
 - First Violation: The student will not be eligible for individual team awards and conference awards for that specific season at which the student is serving their penalty. If the penalty carries into the next activity the same rules apply. Any leadership labels (Captain) will be removed for the season the student is serving their penalty.
 - Second or Subsequent Violation: The student will not be eligible for individual team awards and conference awards for one calendar year as appointed by school administration. Any leadership labels (Captain) will be removed for one calendar year as appointed by school administration.
- The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count.
- Letter winners are determined by criteria set up individually for each sport/activity.

Good Standing and Student Code of Responsibility/Conduct

Good Standing - In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

Participant Conduct - The member schools of the MSHSL believe that participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in my school’s activity program, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

*A student who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. School administration will determine if the student is eligible for postseason awards. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count.

Conduct of Athletes and Students as Spectators

- I will respect decisions made by officials.
- I will support teams in a positive manner, including content of cheers and signs.
- I will respect opposing fans, coaches, and participants.
- I will not bring noise makers or other objects into contests forbidden by MSHSL rules.
- I will refrain from crowd booing, foot stomping, and making negative comments, or applying blame on the participants, coaches, or officials.
- I will not exhibit disrespectful or derogatory yells, chants, or gestures during a contest.

Penalties

- Any action determined to be in violation of the Athletic/Student Code of Responsibility can cause that individual to be ineligible for the next regularly scheduled game/match/contest in which that individual would compete.
- A student, who is not scheduled to compete in an interscholastic activity will be barred from attending at least the next event and potentially more based on the severity of the incident.

Equipment

School Issued

The exact uniform and equipment issued to a participant at the beginning of a season must be returned to the coaching staff at the end of the season. No student may compete in the following season unless all previous obligations have been satisfied and equipment has been returned. **Students MAY be charged for uniforms, equipment, etc after a period of two weeks if items are not returned or if they are damaged when returned.**

Insurance

School District #2364, Belgrade-Brooten-Elrosa, has no provision for medical insurance coverage for participants and it is the responsibility of each participant to provide his/her own coverage. School District #2364, does provide the option for the participant to purchase their own coverage through Student Assurances Service Incorporated. If the family chooses to be covered by their own insurance, a **Parental Insurance Waiver** must be signed and on record with the School District before any participation will be allowed. School District #2364 is covered by the MSHSL catastrophic insurance program.

Medical Policy

The general rule is that incoming seventh graders, tenth grade students, as well as transfer students will need physical examinations. Physical examinations are required at least once every three years and medical forms must be on file in the BBE high school athletic office before participation can be allowed. Participants are responsible for their own physical examinations at their own expense. The **MSHSL Parents Permit and Health Questionnaire** must also be fully completed, signed by the participant and parent/guardian, and on file in the athletic office before participation can be allowed. After any surgery or serious illness/injury, the attending physician must verify **in writing** the student's readiness for participation. This physician's verification must also be on file in the high school office.

Activity Fees

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.

Student Participation Fees:

Activities - Grades 7-8	\$75
Activities - Grades 9-12	\$100
Speech, Robotics, Play, E-Sports	\$75/Activity
H.S. Musical/Play	\$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.

Fee based per participant and not covered by family max:

- River Lakes Hockey - \$650
- Cross Country - Step 1 - Pay BBE's activity fee. Step 2 - Payment will be generated per participant through CO-OP partnership.
- Clay Target - \$100

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.

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. [Activity Hardship Application](#)

All fees MUST be paid and all forms MUST be filled out and turned in prior to any participation including practices!

In the case of season-ending, injury or illness, or transfer out of the district, a refund will be made up until the time of the first contest.

NO refund will be given if a student quits an activity after the first week.

Any reimbursement of fees paid must be initiated by a request from the participant to the Activities Director. The Activities Director will determine whether the participant is entitled to the requested refund.

Protection of Personal Property

Participants should keep their personal property locked at all times during practice and contests, including away contests. It is highly recommended that large amounts of cash, expensive jewelry, etc. never be stored in the locker room, home or away.

Conclusion

This handbook is designed to give guidance to all involved and provide clarity. We understand that there are situations that may occur that are not listed in this handbook. At that time the administration will communicate and make a decision that they feel is necessary. Thank you for your support. Let's make this a great experience for everyone! We are all BBE Jaguars!