

2019 - 2020



**BBE Schools'
Student Handbook**

Table of Contents

Welcome	
General School Rules	
The School and the Law	
School Responsibilities	
Student Responsibilities	
Parent/Guardian Responsibilities	
Before and After School	
Attendance	
School Closing	
Student Dress	
Announcements	
Schedule	
Student Valuables	
Lost and Found	
Food Services	
Student Meal Accounts	
Emergency Drills	
Communication	
Electronic Device	
Passes to Leave School	
Posters / Solicitations	
Study Halls	
Care of School Property	
Visitors	
Student Insurance	
Accidents	
Student Support Services	
Counselor	
School Nurse	
School Linked Mental Health	
Use of Automobiles	
Media Center Use	
Food and Beverages	
Student Policies	
413 - Harassment and Violence	
418 - Drug Free Workplace / Drug Free School	
419 - Tobacco Free Environment	
501 - School Weapons Policy	
502 - Search of Student Lockers, Desks and Personal Possessions	
503 - Student Attendance	
506 - Student Discipline	
514 - Bullying Prohibition	
515 - Protection and Privacy of Pupil Records	
516 - Student Medication	
521 - Student Disability Nondiscrimination	
522 - Student Sex Nondiscrimination	
524 - Internet Acceptable Use and Safety	
526 - Hazing	
531 - The Pledge of Allegiance	
532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	
533 - Wellness	
709 - Student Transportation Safety	

Welcome

Welcome to the 2019-2020 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. 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 or Mr. Gossen.

General School Rules

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.

The School and the Law

This school recognizes all Federal, State and local laws and ordinances; therefore, BBE Schools reserves the right to refer any material deemed appropriate to law enforcement.

School Responsibilities

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with Policy 503 governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day that school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Student Responsibilities

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent and/or guardian to ensure the student is attending school, to inform the school in the event of a student absence by calling the school office before 9:00 am, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Before and After School

1. No student should be in the building before 7:15 a.m. unless requested by a teacher, their bus arrives early or they have been issued an early pass at the request of their parent and/or guardian.
2. After arriving on the school grounds, students are not to leave before the first period unless permission is granted from the office.
3. No student should be in the building after 4:30 p.m. unless requested by a teacher or participating in a supervised activity.
4. Students using the building in the evening must use only the section of the building reserved for them and leave all spaces and equipment in proper condition to resume school the next day.

Attendance

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.

School Closing

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 WCCO-Mpls.-St. Paul, KWLM-Willmar, KCCO-TV-Alexandria, KARE-11-TV-Mpls., KIK-fm-Alexandria, KMSR-Sauk Centre, KDJS-Willmar, KASM-Albany, KMGK-107-Glenwood. Additionally, BBE Schools will utilize the Bright Arrow Technologies parent 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 Schools' Facebook page and Twitter account. Please make sure all contact information changes are communicated with office staff promptly to insure message delivery.

Student Dress

Students shall not wear clothing or hairstyles that:

- a. Create or may create a health or safety hazard to any person or persons, including the offender.
- b. Results in undue school maintenance problems such as heavy boots or shoes that cause excessive floor marking or trousers with metal rivets that scratch furniture.
- c. Can be hazardous in various school activities.
- d. Prevents the student from doing their best work because of blocked vision or restricted movement.
- e. Any apparel deemed disruptive to the educational process.

Announcements

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced during the Jaguars News. Daily newscasts can be viewed at any time during

the day from BBE Schools' website. Students are responsible for attending to the newscast and all the information communicated.

Schedule

High School 9-12th Schedule (7 periods plus 30 min Connect)

Period 1:	8:15 - 9:05 (9:05-9:15 2nd chance Breakfast)
Period 2:	9:18 - 10:08
Period 3:	10:11 - 11:01
Period 4:	11:03 - 11:53
Connect/Lunch A:	11:56 - 12:26
Connect/Lunch B:	12:27 - 12:57
Period 5:	1:00 - 1:53
Period 6:	1:56 - 2:50
Period 7:	2:53 - 3:45

7th-8th Grade Schedule (7 periods plus 30 min Connect)

Period 1: Elective	8:15 - 9:05 (9:05- 2nd chance Breakfast)
JrHS Scheduling	9:10 - 9:25
Period 2:	9:27 - 10:15
Period 3:	10:17-11:05
Period 4:	11:07 - 11:55
Connect/Lunch A:	11:56 - 12:26
Connect/Lunch B:	12:27 - 12:57
Period 5:	1:00 - 1:53
Period 6:	1:56 - 2:50
Period 7:	2:53 - 3:45

Two Hour Late Start

Period 1:	10:15-10:55
Period 2:	10:58-11:38
Period 3:	11:41-12:19
1st Lunch (7-9th):	12:19-12:52
Period 4 (10th-12th):	12:22-1:02
Period 4 (7th-9th):	12:55-1:35
2nd Lunch (10-12th):	1:02-1:35
Period 5:	1:38-2:28
Period 6:	2:31-3:11
Period 7:	3:14-3:45

Student Valuables

Students are cautioned not to bring large amounts of money, electronics, or jewelry to school. Students are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. Do not leave it in your locker.

Lost and Found

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner.

Food Services

The cafeteria in our school is equipped to serve a complete lunch. Students are welcome to bring lunch from home. Please make sure you notify the office if you have food related allergies or require a medically prescribed special diet. The school nurse and lunch dietician will work to accommodate all student needs. You will be advised of the charge for hot lunch or milk. BBE has a closed lunch hour. No student shall leave school at lunch.

BBE High School students have additional options available from Food Services:

Second Chance Breakfast - Each morning at the end of first hour, BBE High School will offer a second chance breakfast. Students may use their lunch account to purchase breakfast at this time. Note: only one breakfast per student per day is allowed free of charge for students receiving meal benefits. Students eating more than one breakfast will be charged accordingly.

After School Packs - Students may order an after school snack pack or meal pack for after school. Orders are due during breakfast and student can pick them up at the end of the school day. All after school packs are cash only purchases.

Student Meal Accounts

[Any account with a zero or negative balance will be notified of the need to deposit money in their lunch account. Any student without a positive balance, will not be allowed an extra entree. Please utilize our free and reduced lunch application if needed. The appropriate hard copy forms are located in the office or school calendar.](#)

Compulsory Instruction

(a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. (b) A school district by annual board action may require children subject to this subdivision to receive instruction in summer school. A district that acts to require children to receive instruction in summer school shall establish at the time of its action the criteria for determining which children must receive instruction.

(c) A pupil 16 years of age or older who has been excluded or expelled from school or has been chronically truant may be referred to an area learning center. Such referral may be made only after consulting the principal, area learning center director, student, and parent or guardian and only if, in the school administrator's professional judgment, the referral is in the best educational interest of the pupil. Nothing in this paragraph limits a pupil's eligibility to apply to enroll in other eligible programs under section 124D.68

Age of majority [HS]

The age of majority in Minnesota is 18. All students, regardless of age, are required to follow the rules and regulations as set forth by the District 2634 Board of Education and the administration of BBE High School. Students need to have notification from their parent/guardian to attend appointments, leave school grounds, etc., unless a legal document or letter of release from the parent/guardian or notary is on file with the school. Eighteen-year-old students may obtain "Age of Majority" request forms from administration. Please note that even if a student has a signed Age of Majority form on file, parents/guardians will still receive information from the school. As with younger students, by law, the school is required to judge whether the reason for an absence is excused or unexcused. [written 11-8-18, posted 11-8-18, goes into effect 11-14-18]

Enrollment options program

Termination of enrollment. A district may terminate the enrollment of a nonresident student enrolled under this section or section 124D.08 at the end of a school year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8. [written 11-8-18, posted 11-8-18, goes into effect 11-14-18]

Withdrawal from school

Any student who is 17 years old or older who seeks to withdraw from school, and the student's parent or guardian must: [written 11-8-18, posted 11-8-18, goes into effect 11-14-18]

(1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and

(2) sign a written election to withdraw from school.

Emergency Drills

Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the area by the prescribed route as quickly as possible. The person in charge will give the students instructions.

Communication

Communication is the responsibility of all. Students not in attendance at school are advised to email teachers to inform them of their absence and inquire about any makeup expectations.

Electronic Device

[All students are responsible for the proper care and treatment of their school issued electronic device. All school district expectations and regulations are outlined in the 1:1 Device Handbook. Students with a school issued device have agreed to all components of the handbook.](#)

Passes to Leave School

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence.

Posters / Solicitations

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.

Study Halls

Each student in the study hall must have something with which to occupy themselves for study purposes. Study hall teachers may issue passes to the office, counselor's office, library and to the lavatories in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

Care of School Property

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Police referrals will be initiated if appropriate.

Visitors

Students wishing to bring a guest to school events or dances must make arrangements in advance and secure a guest pass. The guest must come with a student from this school, and is subject to all school rules. The host is responsible for his guest's behavior. Visitors are not allowed during the academic hours.

Student Insurance

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a Claim Form from the nurse's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. The school district does not provide any type of health or accident insurance for injuries incurred by a student at school. BBE Schools encourages all families to have accident coverage on their children prior to participation in any school sponsored activity.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

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 Nurse](#)

BBE Schools has a school nurse available to all students. The nurse will be available to coordinate medical plans developed by a physician, develop appropriate food allergy plans, coordinate preventative students screenings and respond to student emergencies as needed. In the event a student needs to see the nurse, please report to the Office.

[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.

Use of Automobiles

Students who drive to school are asked to do so in a safe/orderly fashion. Students utilizing their own automobile for transportation to and from school, are still accountable to all attendance rules and policies. Consideration also must be given to the students of various ages who are walking to school or boarding buses. Students are not to drive or ride with anyone during the school day nor are they to go to parked automobiles during the noon hour or any time during the school day without permission. All automobiles must be parked in the east parking lot.

Media Center Use

The library is available for students to use when needed during study hall, before school, and after school. Students using the library need to be respectful of the working environment needed in the library. Students using the library need to be considerate of everyone in the library.

Food and Beverages ????

No foods, beverages, or candy may be consumed outside of the cafeteria or collaborative learning areas. Eating is allowed in the cafeteria only during these times: before 8:15 a.m., during lunch service, and after 3:45 p.m. Exceptions: Classroom projects and after-school activities with teacher/advisor approval. Unopened food items (NOT beverages) are allowed in lockers. Chewing gum may be allowed at the discretion of the classroom teacher. Illicit items will be confiscated. Repeat offenses or refusal to comply with instructions may result in detention or removal from an area for a period of time.

Student Policies

[413 - Harassment and Violence](#)

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

[418 - Drug Free Workplace / Drug Free School](#)

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

[419 - Tobacco Free Environment](#)

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

[501 - School Weapons Policy](#)

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

[503 - Student Attendance](#)

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

[506 - Student Discipline](#)

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

[514 - Bullying Prohibition](#)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

[515 - Protection and Privacy of Pupil Records](#)

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

[516 - Student Medication](#)

The purpose of this policy is to set forth the provisions that must be followed when administering non emergency prescription medication to students at school.

[521 - Student Disability Nondiscrimination](#)

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

[522 - Student Sex Nondiscrimination](#)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

[524 - Internet Acceptable Use and Safety](#)

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system.

[526 - Hazing](#)

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

[531 - The Pledge of Allegiance](#)

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

[532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#)

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

[533 - Wellness](#)

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

[709 - Student Transportation Safety](#)

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Rigorous Course Exemption -- This should be added.