

Career and College Academy Student Handbook

GENERAL STUDENT INFORMATION

In compliance with the district rules, students at BCCA will participate in promoting a safe, welcoming, and calm learning environment where students engage with their instructors, and interact with the curriculum during class time in a meaningful way.

This handbook is intended to address frequent questions and general district policies and procedures.

Please visit <http://www.bloomington.k12.mn.us/node/3119890> for complete district guidelines and student policy.

STUDENT CONDUCT

Students are expected to treat their peers, instructors, and BCCA staff respectfully.

If students are not behaving as expected, the on-site instructor or staff member will intervene. The student is expected to listen, respond and co-operate with the instructor or staff member if asked to change the behavior.

If peer conflicts occur outside of the school, students are expected to leave those issues outside of the school.

Students are expected to avoid situations that may escalate or result in conflict. If a peer conflict does occur, BCCA expects students to report it to the BCCA Director and to their parents.

When student behavior does not meet expectations, BCCA Director will work with the student, families, counselors and instructors to improve the behavior of the student.

CONCURRENT ENROLLMENT

Students who attend BCCA and are enrolled in a class that earns college credits will be concurrently enrolled in both high school and the college. BCCA staff will guide students through the enrollment process. Students will be required to take an accuplacer test to enroll. Students who wish to request a transcript of the college credits earned after the completion of the class should request this from the

appropriate college through their usual transcript request process. Details of this process can be found on the respective college website.

TRANSPORTATION

BCCA provides students with bus transportation to and from their respective high schools.

The privilege of riding the bus may be suspended or result in other consequences for inappropriate behavior such as, but NOT confined to the following:

- Use of tobacco or any other chemical.
- Disrespect towards drivers.
- Disrespect towards other students riding the bus.
- Providing a false name/address to the driver.
- Sexual, physical, emotional, and verbal harassment of others.
- Inappropriate behavior: lying across seat, changing seats, facing backwards, blocking aisles, head and arms outside windows, standing while bus is in motion.
- Fighting or use of physical force while on the bus or on the bus stop.
- Vandalism to the bus and/or theft of personal property.
- Tampering with school bus emergency or safety equipment.
- Other violations detrimental to the safety and security of other bus riders or bus and/or equipment on the bus.

Objects never allowed on the bus:

- Animals, insects, fish.
- Gasoline, engines, or cans.
- Glass items.
- Golf clubs.
- Guns (including play guns).
- Knives or other sharp objects.
- Pop, juice, or other items to drink, skis, ski poles, and matches.

STUDENT/GUEST PARKING

Students who drive to school or ride with a friend need to submit a signed permission form from their parents/guardians. Please ask the BCCA secretary for this form.

Students are allowed to park in the open parking lot directly across the BCCA main entrance.

Parking in the visitor parking spots is not permitted and parking may result in their cars being towed away.

CAMPUS RESTRICTIONS

BCCA is a closed campus. Students are not allowed out of the BCCA area of the building, and are not allowed to leave the building without permission from a parent or school administrator. Students found outside of the building, off school premises, or in unauthorized areas of the academy will be subject to search of their person, and personal belongings and subject to suspension. A student's car is also subject to search when a student has been off campus without prior authorization.

CHEMICAL POLICY

If a student is in possession of an illegal substance, a mood-altering substance, controlled substances, or paraphernalia, OR is under the influence of, uses, or consumes an illegal, controlled, or mood-altering substance, in school, or at school sponsored events, that student will be found in violation of the Bloomington School District's Chemical Policy #506.

Paraphernalia includes, but is not limited to: zig zag papers, pipes, "one-hitters", hookahs, electronic cigarettes, dryer sheets, etc.

When evidence indicates that a student is in violation of the school district's chemical policy, the student's vehicle, electronic device(s), backpack, bag and/or purse, and person may be searched, and the police and parents will be notified. If necessary, the student will be transported to the detox center and/or hospital when parents cannot be contacted.

Any action of distribution, sharing, giving away, selling, or intent to sell mood-altering chemicals, controlled substances, alcohol, and/or drug paraphernalia will result in a recommendation for expulsion.

Tobacco/Related Items Use and Possession

BCCA conforms to the Bloomington School District Policy which states that "Possession, smoking, chewing, use of tobacco and/or paraphernalia in any form by students is prohibited on school property, school buses/vans, and/or at school-sponsored events, and shall be considered grounds for suspension, exclusion, or expulsion."

Use of tobacco shall be interpreted as having tobacco, tobacco products, e-cigarettes (including liquid-bearing vials), nicotine-related products (including nicotine patches), pipes, etc. in one's possession (lit or unlit).

Consequences for Tobacco/Related Items Use and/or Possession

First Offense Citation from the Police Department which is forgiven after the Tobacco Education Class (\$30.00) is taken at Family & Children's. Otherwise, it is a \$100 fine from the County. In addition, there is a one to two-day suspension from school.

Second Offense Citation from the Police Department (\$100.00 fine). In addition, there is a three to four-day suspension from school.

Third Offense Citation from the Police Department (\$100.00 fine). In addition, there is a minimum of a four-day out-of-school suspension and a possible recommendation for expulsion.

DRESS CODE

State law requires that for health reasons, students must wear shoes. BCCA encourages students to dress appropriately and in a manner that positively impacts the learning environment.

Clothing that is disruptive to the educational process, or unsafe, will be reason for students to be referred to the principal.

FIGHTING AND ASSAULTS

Students involved in fighting or assaults will be suspended either to PAUSE or out-of-school, or a combination of the two. Five days is the minimum suspension for the first such incident in which a student is involved. A second incident will result in a five to ten-day suspension and a possible recommendation for expulsion. A third incident of this type will result in a recommendation for expulsion.

GAMBLING AND CARD PLAYING

Per School District Policy 506: Gambling, including, but not limited to, playing a game of chance for stakes is prohibited at BCCA. Gambling is not permissible under any circumstance. Failure to comply with this policy may result in disciplinary action. No card playing is allowed on BCCA premises.

HARASSMENT

In compliance with District Policy 413, BCCA is committed to the belief that all individuals should be treated with dignity, respect, consideration, and tolerance. Students should be able to function in an environment that is free of any form of emotional, physical, and sexual abuse; any form of harassment based on gender, sexual orientation, religion, race, physical or mental disabilities, or national origin; and any form of violence whether, or not, if it is based on or related to gender, sexual orientation, religion, race, physical or mental disability, national origin or station in life. This means any conduct, comment, communication, or derogatory words, within the educational or work place environment which is reasonably related to an individual or a group of individuals or a class of individuals based on

their gender, sexual orientation, religion, race, physical or mental disabilities, or national origin.

If such actions are perpetrated, there will be consequences.

- **Sexual Violence:** Sexual violence is a physical act of aggression or force or threat which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts as defined in District Policy 506 addendum AH, including the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- **Racial and Religious Violence:** Racial or religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or religion.
- **Assault:** An act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of or attempt to inflict bodily harm upon another, or the threat to do bodily harm to another with present ability to carry out the threat.

Reporting

Any person who believes that she or he has been the victim of any type of harassment or violence, or any person with knowledge or belief of conduct which may constitute harassment or violence by a student, or adult, should report the alleged acts immediately to a teacher, counselor, or administrator.

Consequences

Any student who violates this policy will be subject to disciplinary action in accordance with District Policy. A complete copy of this policy is available upon request from the respective school offices.

Grievance Procedure / Equal Opportunity Policy

A grievance procedure has been established for use by parents, guardians, students, and the district employees as an orderly means of resolving disputes within the district about alleged discriminatory acts. These are acts reflecting a bias against a given sex, race, religion, color, national origin, age, economic status, or disability. Students may obtain a copy of the complete district grievance policy in their school's Main Office or the principal's office.

UNEXPECTED EVENTS

Severe Weather

BCCA will close in accordance with other Bloomington Schools. School cancellations are announced by 5:30 am via district communications channels (e.g. Facebook, Twitter, district and school websites, and local radio and television stations).

Emergency Weather

In the case of immediate danger due to severe weather, including a tornado warning, student and staff will be evacuated down the BCCA stairs and will seek shelter in a designated area on the first floor behind the BCCA main entrance in the building adjacent to BCCA. Trained staff members will provide instructions during an evacuation.

Fire

In the event of a fire drill or emergency, BCCA students and staff will be evacuated from the building and directed to stand in the north-east corner of the parking lot (by Penn Lake Library). Trained staff members will provide instructions during an evacuation.

Physically Impaired Students

If a student has a physical impairment that prevents them from using the stairs, a trained staff member will escort them to a safe place and communicate their location to the firefighters who will evacuate them.

Lockdown

If a lockdown is deemed to be necessary, it will be communicated over the phone system. Students in hallways should move inside the nearest room. Doors should be closed and locked. Window coverings located behind the doors should be used to cover the door windows. Cell phones are to remain SILENT. Trained staff members or instructors will provide direction.

During a lockdown no one may leave or enter the room. Doors should NOT be opened for anyone after a lockdown has been announced. Phone lines should be kept open unless you need to report critical information to 911. Do not leave, even if the fire alarm goes off.

Wait for further instructions. A staff member or police/fire responder will announce over the phone intercom when the lockdown is over.

Medical

For medical emergencies, staff members and instructors present on the spot will take the lead in calling for help. The building BCCA occupies has an on-site medical assistant who can be called to help with medical situations. In the absence of a staff member, students are instructed to call 911 for emergencies and inform/yell or send someone to call a staff member. Trained staff members will then arrange help and assist with required documentation of the event.

ATTENDANCE

Attendance is important for successfully completing college courses at BCCA. Four or more unexcused absences may be considered truant and result in consequences according to District Policy and Regulation 503 M.S. 120A.22. Some BCCA classes require students to attend for a minimum number of hours to receive certification – any absence in these classes counts against the total number of hours attained, whether they are excused or not.

Excused absence

Students who will be absent for the whole day should be reported to the student's home high school as usual. If a student will only miss their BCCA class, the parent or guardian should call the BCCA front desk at 952-681-6138 or the student may bring a signed letter from a parent/guardian verifying their absence.

School related absence

If students need to be absent from a class due to a field trip, school sponsored event, suspension, or tournaments, they need to inform the BCCA secretary and their instructor prior to the event. Students are responsible for making up all missed work.

Pre-excused absence

Students who know they will be absent due to family trips and other reasons known ahead of time must inform the BCCA secretary and their instructor prior to the absence.

FALSIFICATION OF SCHOOL DOCUMENTS OR RECORDS

Any falsifying of school records or documents will result in disciplinary action, which could include payment of fines, suspension, expulsion, and/or police action. These records could include, but are not limited to: parking, school ID cards, homework, election ballots, attendance documents, passes, and report cards.