



**Phoenix
Learning Center**

BHM SCHOOLS

2019-2020

Student Handbook

Students, Parents and Guardians,

Welcome to Phoenix Learning Center!

Phoenix Learning Center (PLC) is a student choice alternative high school program serving students from 16 to 21 years of age in the Buffalo-Hanover-Montrose School District. Students from outside the district may open enroll as well.

Students who choose to complete their high school requirements at PLC are focused on the importance of earning a high school diploma. They may be disenfranchised with school and/or overwhelmed with the larger, traditional high school setting. Students who struggle with anxiety, depression or 'getting from point A to point B in a timely fashion' often are more successful at PLC.

PLC has a small staff and small class sizes, averaging approximately 12 students per class, of varying ages and abilities. All students are served in one small building, with the option to attend BHS for one block of the day for elective courses. Some benefits to this learning environment are that students have the opportunity to help each other, create culture and community, and students in high school after their class has graduated are more apt to complete their high school diploma.

In this setting, we are able to individualize the curriculum, focus on communication, accountability, respect, responsibility, relationships, and transition to life after high school. The environment at PLC is relaxed and flexible, yet structured with high expectations. Students have greater input and more responsibility for their educational career as they progress toward their high school diploma. The "family" type culture at Phoenix supports learners to achieve success. We are proud to offer this alternative high school option in the Buffalo-Hanover-Montrose School District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Ward', with a large, stylized flourish at the end.

Stephanie Ward
Assistant Principal, Phoenix Learning Center

DAILY SCHEDULE

Note there are slight shifts in time on different week days

Monday	Tuesday	Wednesday	Thursday	Friday
Grab and Go Breakfast 8:40 to 8:50				
Community Connect/Advisory 8:50 to 9:20				
Passing Time 9:20 to 9:25				
Block 1 9:25 to 10:42 (77 min)				
Passing/Transportation (Students off-site) 10:42 to 10:50 Block 2 Classes, Lunch 10:51 to 12:40 Passing and Transportation 12:40 to 12:50				
Block 2 (Students on-site) 10:50 to 12:15 (75 min) Lunch 12:15 - 12:50				
Block 3 12:50 to 2:05 (75 min)				
Passing 2:05 to 2:10				
Block 4 2:10 to 3:25 (75 min)				

“An annual review of the school’s discipline policy was conducted as a part of the process of assembling this year’s handbook.”

GENERAL STUDENT INFORMATION

• SUPPORT SERVICES

Counseling and Guidance Services BHS/PLC has four guidance counselors to help you. Services offered include assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problem support.

Psychological Services The school provides a psychologist in the area of testing and counseling.

Social Workers The school district provides social workers to help students with family and personal problems.

Health Services The health office is staffed by a health assistant and directed by a Licensed School Nurse. Students who become ill during the school day are to report to the health office. The health office staff will assist students in determining what they should do. Students leaving school without reporting to the Health Office will be considered truant. Students who need to take medication during the school day are to bring the medication to the health office. Parent permission is required to use any medication at school and a physician's order is necessary for any prescription medications. Medication Permission forms can be picked up in the main office. The school does not supply medications. The main number is 763-682-8680.

If students have special health needs or medical concerns it is important for the health office staff to be aware of them. When a student has special or unique health concerns, please connect with the Principal or Secretary for a health plan. Medical verification may be necessary. The District Nurse can be reached at 763-682-8120 for any questions or concerns. To promote the safety of all students using Vision of Buffalo Bus Company, parents are asked to provide medical and emergency information to the bus company directly by emailing or calling Dawn Johnson at djohnson@bhmschools.org or 763-682-3232. Due to confidentiality laws the school district is unable to provide this information to the contracted transportation company.

Special Education Trained staff are available to provide students who have learning and physical disabilities with help and support.

School Resource Officer

The School Resource Officer at Buffalo High School and Phoenix Learning Center is available to students, staff, and parents. The officer can be reached at 763-682-8135.

• FOOD SELECTIONS

Breakfast is served from 8:30-8:50 a.m. The cost is \$2.00 for students and \$2.20 for adults. Lunch orders will be placed before school on the clipboard outside of Mona's office. Students are able to use a PLC refrigerator, microwaves, and stove for food that is brought in.

Ala Carte items can be purchased separately. Lunch includes three menu options and a vast array of ala carte items. Lunch prices are \$3.00 for students and \$3.85 for adults. Single serving milk is \$0.50. Students have the opportunity to make deposits (cash or check) to their account in the office or cafeteria area. Deposits received by 10:00 am will be ready for use at lunch. Deposits can also be made within your Parent Portal account. Please remember that your PIN (personal identification number) is confidential and for your use only. You will give the cashier your name and you punch in your PIN number.

● NUTRITION SERVICES INFORMATION

Breakfast and lunch are offered each day through the School Meals Program. Menus are

posted on the district website and emailed to guardians monthly. Students are assigned their own PIN for their meal account. Students need to memorize their PIN. Please remind your student not to share their PIN with friends. Meal account deposits can be made online with a credit or debit card at Campus Parent Portal, or by sending cash or check to the school with your student. Please write your student's full name or PIN on the check/envelope if paying by cash or check.

Applications for the School Meals Program can be completed anytime during the school year. Online applications are available at Infinite Campus Parent Portal. Paper applications are available in the District Nutrition Services Office. Families must apply annually for benefits. Parents will need to have a Parent Portal account to access the online application, make online meal payments, and monitor student meal purchases. See your school office if you need to set up a Parent Portal account.

Student meal costs are the responsibility of a student's guardians. Email and text messages for meal accounts with low and negative balances are sent to guardians Monday – Friday. All students will be provided a complete meal regardless of meal account status. Students will not be denied a meal due to a negative balance. We believe this is in the best interest of the student. Students will not be allowed to purchase ala carte items if their account balance is negative. Students choosing to bring a breakfast or lunch from home may use their meal account to purchase milk in the lunchroom. Please choose foods that are nutritious when packing a breakfast or lunch from home for your student. A complete copy of the Meal Account Management Policy is available on the district website. If you wish to receive a full copy, please contact the District Nutrition Services Office.

• 18 YEAR OLD STUDENT POLICIES

At Phoenix Learning Center, the policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age. Phoenix Learning Center requires that students 18 years and older must provide parental verification of absences.

• LATEX BALLOONS

For the safety of our students, staff and the general public who use our buildings, the district is no longer allowing the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed.

Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it.

• LOCKERS

Hall lockers and physical education lockers are "on loan" to students for the school year and remain the property of the District 877. The school reserves the right to inspect lockers when building administrators deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep his/her locker clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property. Students are expected to keep hallway and physical education lockers locked at all times. If the administration has *reasonable suspicion* that a student may be in possession of something dangerous, illegal or may cause a substantial disruption to the school environment, the school reserves the right to search lockers or a student's personal property.

Students should purchase a padlock from the high school. Only locks purchased through

the school will be allowed on any school lockers. You may use the locks you purchased from the high school or middle school in previous years.

• SEARCHES

Students should be aware that school officials are allowed to search students, and their lockers, motor vehicles, and personal property when they have reasonable suspicion that a particular student is in violation of school rules or the law, or may cause a substantial disruption to the school environment. Canine searches may also be conducted.

• STUDENT RECORDS

District 877 shall permit the parents of a student or an eligible student who is or has been in attendance in District 877 to inspect and review the educational records of the student except those records which are made confidential by state or federal law. District 877 shall comply with a request immediately, if possible, or within five days of the date of request, excluding Saturdays, Sundays and legal holidays. If District 877 cannot comply with the request within that time, the responsible authority shall so inform the request or and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

• POST SECONDARY ENROLLMENT OPTIONS ACT

All public school 11th and 12th grade students are eligible to participate in this program. The purpose of the program is to promote rigorous educational pursuits, and provide a wider variety of options to high school students by enabling 11th and 12th graders to enroll full-time or part-time, without cost to them, in a non-sectarian course or program in any eligible Minnesota post-secondary institutions.

• SCHOOL DAY

Since every student must be under supervision every hour of the school day, students will not be permitted in the hallways or other areas in or on school property without supervision during the class period.

“School day” is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity. Phoenix Learning Center operates on a closed campus policy, including lunch periods.

• VISITORS

Any visitors who come to the school during the school day must sign in and wear an identification badge. We ask that all visitors follow these procedures so that we can ensure the safety of our students. **Students are not to bring other student guests during the school day.** Requests for visitations due to extenuating circumstances must be cleared by an administrator at least one day in advance.

• WRIGHT TECHNICAL CENTER (WTC) STUDENTS

On those days that BHM is in session but WTC is not, WTC students will be allowed to leave campus unless a parent notifies us that the student must stay at school.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

30 Credits to Graduate *(could earn 32 credits)*

Students will be notified of specific course requirements for each grade level as the

district in accordance with state statutes determines them. Students are required by Minnesota State law to demonstrate satisfactory completion of the credit requirements set forth and their understanding of academic standards in order to receive a public high school diploma.

ACADEMIC INTEGRITY

All PLC students are expected to adhere to the fundamental values of academic integrity which include honesty, trust, fairness, respect and responsibility. Scholastic dishonesty is defined as cheating on assignments or tests, plagiarizing, altering, fabricating, forging, or acting alone or in cooperation with another to falsify records or to obtain dishonestly homework, tests or grades.

• ACT TESTING AND REGISTRATION

Buffalo High School is a test center for the American College Testing (ACT) program. It serves as a regional site for area high school students to take the ACT test during the school year. Information and registration materials for the ACT test are available in the counseling office.

• GRADING POLICY

Students have the responsibility to complete all assigned work within a class, and an A,B,C,D and F system is employed for recognizing scholastic achievement. The marking system denotes "A" as excellent and "F" for failing.

• STUDENT GRADE REPORTS

Each term is approximately 4.5 weeks. Infinite Campus is available for students and parents to have continual access of academic progress. Hard copies of mid-term reports will be printed by request only for parents and guardians attending conferences.

• INCOMPLETE GRADES

Students must complete all course work and graduation standards before the end of the term. In the event that an extenuating situation exists which may require additional time for completing course work, a student must request an Incomplete Grade Permission Form from their teacher. The student must convince the teacher that the additional time request is reasonable. If the incomplete grade is granted, the student must complete all work assigned by the teacher within the agreed upon time schedule.

Students are reminded that an incomplete term grade will become an F if the extension is not granted or the work not completed in the allotted time frame. Incomplete grades can delay graduation. Each student will work with his or her teacher for all incompletes.

• GRADING SYSTEM

Phoenix Learning Center's grading system is based on the following grade-point system:

(A+/A)	= 4.00	(B)	= 3.00	(C)	= 2.00	(D)	= 1.00
(A-)	= 3.67	(B-)	= 2.67	(C-)	= 1.67	(D-)	= 0.67
(B+)	= 3.33	(C+)	= 2.33	(D+)	= 1.33	(F)	= 0.00

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 3.67 or above. To be included on the "B" honor roll students must achieve a grade point average (GPA) from 3.00 to 3.66. If students have an incomplete grade(s) their names may not appear on the published honor roll. CIS classes require that students receive both a High School grade and a College grade.

ATTENDANCE PROCEDURES

• STATEMENT OF PURPOSE

The administration and faculty of Phoenix Learning Center believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances in which it is unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance. The school may request medical verification for excessive absences.

• OUT OF BUILDING PASSES

In order to leave the school during the school day, students must obtain an "Out of Building Pass" prior to leaving. Students can obtain the "Out of Building Pass" from 8:20a.m. - 8:50 a.m. Students need to provide the secretary or assistant principal with a parental note or phone call that gives permission to leave. Please make every effort to schedule personal appointments outside of the school day. If students leave school at any time without signing out and obtaining an "Out of Building Pass," the absence will be considered a truancy.

• ABSENCE FROM SCHOOL 763-682-8680 - Mona Weisman

A student will be considered absent when the student is missing from school for any day or part of the day. Teachers will make students aware of specific absence/attendance expectations and policies regarding missed learning/work. **It is the student's responsibility to know each of their teacher's specific policies.**

When absences from school become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused.

Reporting Procedure

Before or on the morning of a student's absence, the student's parents or guardian is requested to call the Phoenix Learning Center office at 763.682.8680 to speak with the secretary or leave a message regarding their student's absence.

STUDENTS AND PARENTS SHOULD BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE, THE ABSENCE MAY BECOME A TRUANCY.

Excused Absences

Definition

Valid excuses for absence/tardies are: Illness, medical or dental appointments, death of a family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, up to two (2) days for significant family event, and other absences/tardies at the discretion of the building administration.

Unexcused Absences/Tardies

Those absences/tardies which are not listed under Excused Absences/Tardies and are not excused by an administrator shall be considered unexcused, i.e., missed the bus, overslept or personal reasons. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

• ADVANCED MAKE-UP

Students who are absent because of activities, vacations, and other scheduled or pre-arranged activities must notify the office with an advanced notification **before** their absence or the absence may be considered unexcused/truant. Advance notification forms are available in the office. Homework must be completed in advance of the absence or other arrangements should be made with your teachers. *Examples: College fairs, state tournaments, family vacations.*

• **MAKE-UP WORK**

When a student returns to class from an unanticipated absence, the teacher will provide make-up work and a clearly defined due date for that make-up work.

• **TARDINESS**

Students are expected to be on time to every class. Classroom doors will be closed/locked as soon as class starts. Tardy students will check in with Mona, who will then let students into their classroom. Mona will communicate with the teacher whether the tardy is excused/unexcused so attendance will be recorded appropriately.

• **TRUANCY**

Definition:

When a student is absent from any class without parental request and administrative approval, the absence is considered a truancy. Absences that are not excused within two days are truanies. Remember a message on the Phoenix Learning Center main telephone line. It is the student's responsibility to make sure his or her absences are verified.

• **CONSEQUENCES OF TRUANCY**

STUDENTS WILL NOT RECEIVE CREDIT FOR ANY WORK MISSED FOR TRUANCIES. (eg. tests, quizzes, reports due, etc...)

Truancies will be dealt with as follows:

1. For a student's first and second truancy, a disciplinary referral form may be sent home. Also, the student may be required to meet with an administrator.
2. For any additional truancy, the student may be sent home pending a parent conference.
3. Continual or habitual truancy may result in the loss of credit.
4. Continual truancy may also be reported to the Wright County Truancy Intervention Program.

EXPECTED BEHAVIORS AND REQUIREMENTS

• **EXPECTED BEHAVIOR**

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. Good behavior is necessary to provide a successful educational environment. The following guidelines will help insure that the educational program can function to the best advantage for all students and staff.

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required materials to class, i.e., books, paper, pencils, physical education clothes, etc.
5. Be attentive and participate in classroom activities.
6. Make every effort to be successful.
7. Show respect for teachers, other students, and school property by not engaging in activities, which disturb the class or school environment. This includes students

having no beverages or food in the carpeted areas of the school.

8. Avoid use of any vulgar or offensive language to staff members or other students. (Includes writing on lockers, walls, etc.) This includes any written, verbal or implied threats.
9. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
10. Keep classrooms and the school neat and clean.
11. Take care of school property, i.e., books, equipment, etc.
12. Avoid bringing valuables to school. Keep personal property in your possession or in a LOCKED locker.
13. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to and students must respect another person's right to make that choice.
14. Ethical use of electronic equipment & technology is expected.

• **CELL PHONES**

Knowing when it is appropriate to use a cell phone is an important skill to learn. The cell phone policy is intended to help students understand proper use of personal devices.

Below are the cell phone guidelines that the teacher will use to show what types of use is appropriate at various times.

RED: No cell phones are visible. If they are seen, they will be taken.

GREEN: Cell phones can be used appropriately for personal use (i.e. appropriate volume, not distracting others, lack of focus on productivity.)

BLACK: Cell phones are used as a learning tool, not for personal use

• **TAB**

“Take a Break” is an opportunity for a student to quietly reflect and redirect themselves after a stressful time or some type of inappropriate behavior. It is not a punishment, but instead a process where students calm down, think about what may have caused the behavior, and commit to maintaining self-control when they return. Each classroom will have a space where students can go to take a break when asked by a teacher, or the student feels it is necessary to keep in control of their behaviors.

• **TAB OUT**

“Take a Break Out” happens when students are not able to regain self-control using the “Take a Break” process. When students are asked to take a break out, they go to the office and work through a reflection form to process through the behavior that are breaking the social contract. This form must be completed before re-entering the classroom. At a later time, the teacher and student will discuss the responses on the reflection form.

• **FRIDAY CLEANING**

As part of the Phoenix Learning Center community, students and teachers will share in the responsibility of keeping the school clean. Every Friday, students will join an assigned team in cleaning part of the building. Friday cleaning is helpful in building relationships with peers and creating a sense of ownership of our building, while creating an environment that is safe for all users.

• **ADVISORY**

Advisory will take place daily from 8:50-9:20. Advisory will cover a wide range of topics including post-secondary options, career readiness, community building, and school announcements. Students will get to know their own interests and goals, and build relationships with other students at Phoenix Learning Center. Advisory class will be graded as pass/fail based on completion of expected assignments and activities. Elective credit for graduation will be earned by students in this class.

• **INAPPROPRIATE CLOTHING/ACCESSORIES**

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect (e.g., students are to wear shoes or sandals and keep the torso and undergarments covered.) Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products or which promote the use of these products or which are profane, obscene, or sexually suggestive.

• **STUDENT TOBACCO USE POLICY**

Phoenix Learning Center is a tobacco free school. Student use and/or possession of tobacco in any form, including e-cigarettes, will not be permitted on or adjacent to or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event, home or away. Minnesota State Law prohibits anyone under 18 to possess/use tobacco. In addition to receiving school consequences, violators will be referred to the School Resource Officer. Multiple tobacco violations may result in long-term suspension or expulsion.

• **STUDENT DRIVING RESPONSIBILITIES**

1. We encourage all students to use school transportation.
2. Students granted permission to drive a vehicle to school agree to abide by the following regulations:
 - a. Follow all school rules listed and implied in the student handbook.
 - b. Conform to all state and local driving laws and regulations.
 - c. Consent to a complete search of the vehicle for any reason.
 - d. No PLC students should be in the parking lot without an adult.
3. Violations may result in, but are not limited to the following measures;
 - a. Parking/driving permit suspended or cancelled.
 - b. Vehicle towed at owner's expense, or immobilized (booted) and fined.

• **DRUGS AND ALCOHOL**

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away or have possession of drugs, paraphernalia, or alcohol on school property or at school sponsored activities may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home if the principal suspects (via smell, action, and/or appearance) that a student has used drugs/alcohol. Our goal is to handle the situation in a manner that is in the best interest of the student, the student body and staff.

• **WRIGHT CHOICE**

wRight Choice is an alternative consequence to an out-of-school suspension. The program is a joint effort between the Buffalo-Hanover-Montrose School District and Wright County Court Services. wRight Choice provides academic and behavioral support for students who display inappropriate behavior at school.

• **SUSPENSION**

Occasionally it becomes necessary to suspend a student from school. In this event, the Minnesota State Law (MSA 127.26-127.40) will govern all procedures: Students may be

suspended from school for any of the following:

1. Violation of any school regulation.
2. Conduct which materially and substantially disrupts the right of others to an education (this includes test cheating, harassment, threats of physical or mental harm, and/or offensive language).
3. Conduct which endangers persons or property (fighting, vandalism, stealing).
4. Other violations included in the District School Discipline Policy.

• **EXPULSION**

Expulsion is defined by Minnesota State Law (MSA 127.26 - 127.40) as: "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Students will be recommended to the Board of Education of Independent School District #877 for expulsion from school for severe or persistent violation of school policy.

• **WITHDRAWAL FROM SCHOOL**

A student's parent or guardian must attend a meeting with a school counselor if they are pursuing a withdrawal from Phoenix Learning Center.

• **SCHOOL SAFETY**

It is our priority to provide our students with a safe and secure environment in which to learn. We have studied our safety needs and taken steps to meet those needs. We have developed plans to deal with various possible emergency situations. We have hired a school resource officer who proactively works with students and parents to identify any possible safety problems. We have a Safe School Committee in our community that meets each month to discuss such safety issues as traffic, drinking, drugs, probation, transportation, bomb threats, tornadoes etc. We feel that we have taken the issue of student safety seriously and will continue to look at this issue.

Potential safety hazards exist for students in the following areas:

1. **Fire Alarms** - Periodic fire drills will be held during the school year. Students who tamper with or set off the school fire alarm system may be suspended and turned over to the appropriate local authorities for prosecution.
2. **Fire extinguisher** - Students who tamper with a fire extinguisher may be suspended from school. In addition they will be responsible for costs incurred for inspection, recharge or replacement.
3. **Fire crackers** - Possession or use of any firecrackers, stink bombs, smoke bombs, or any other pyrotechnic device in the building or on school grounds is forbidden. Violators will be turned over to the appropriate local authorities for prosecution. Students may be suspended or expelled for possession or use of these devices.

• **DANGEROUS WEAPONS POLICY**

It is the policy of the Independent School District 877 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) that exhibit and promote violence and disruptive behaviors. The Board of Education is committed to promoting healthy human relationships, working and learning environments that are physically and psychologically safe.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, or school grounds, on the school bus or on any school-related activity. District personnel or students shall not bring or store a "dangerous weapon" on school property. This policy does not apply to firearm safety, color guard or marksmanship courses or approved activities that may be conducted on school property.

Scope and Application:

Independent School District 877 shall take proactive measures to eliminate violence in our schools by protecting children and employees whose health or welfare may be jeopardized through acts of violence. Each school will strive to make schools safe by promoting safe and secure learning and working environments.

A student who brings a firearm to school may be expelled for up to 365 calendar days. The Superintendent may, on a case-by-case basis, recommend to the Board of Education a modification on this requirement. Students with disabilities may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and Section 504 are followed. Students will be expelled according to the Pupil Fair Dismissal Act. Any person in violation of this policy will be referred to the local law enforcement agency.

• COMPUTER/INTERNET USAGE

During the first weeks of school all students will receive copies of the Phoenix Learning Center computer and Internet usage policy. Students will sign a sheet saying that they know, understand and will abide by these policies. Computers at PLC are to be used for schoolwork and all printing must be related to school projects. Technology use, including Google apps for Education in the BHM School District is governed by School Board Policy 525 (Acceptable Use). Parents who wish to have their student opt out of Google Apps may contact their student's principal.

• RACIAL/RELIGIOUS/SEXUAL HARASSMENT AND HAZING

It is the policy of Independent School District 877 to maintain a learning and working environment that is free of Racial/Religious/Sexual Harassment & Violence.

It shall be a violation of this policy for any student or employee of School District 877 to harass a student or employee through conduct or communication of a racial/religious sexual nature or hazing nature.

The school district will act to investigate all complaints, either formal or informal - verbal or written. The school district will discipline any student or employee who violates this policy.

Students are requested to complete a "Student Concern Report Form" to provide documentation of any Racial/Religious/Sexual Harassment and Hazing. These forms are available from a principal or the front office.

• RELEASE OF STUDENT DIRECTORY INFORMATION

In accordance with the Minnesota Data Practices Act, Buffalo-Hanover-Montrose Schools may release the following information without permission unless the district has been notified that it should not be released.

- Student's name, address and telephone number
- Student's gender and date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and grade levels completed
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Parents or students ages 18 or older who do not want this information released must notify the district in writing
- Photographs for school district publications and local newspaper *

*Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Parents may request that their children's photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator.

• **PUBLICATION**

Copies of the school discipline, truancy, harassment, hazing and equal opportunity policies are available to access on the district website in the policies section.

• **OFFICIAL TRANSCRIPT REQUESTS**

Transcript requests are conducted online via www.parchment.com. To order, look under Transcripts and select order.

After an account is created, Parchment will deliver your official school verified and approved transcript to the college and/or organization you choose. Cost ranges from \$3-4. Find more details in the Student Services Office.

PUBLIC NOTICE

Buffalo-Hanover-Montrose ISD 877 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Parents, eligible students, and students are hereby informed that they have the following rights:

1. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
2. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental and psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, antisocial, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of other individuals with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. A parent, on behalf of a student or an eligible student, has the right to receive

notice and an opportunity to opt the student out of participating in:

- a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - b. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - c. Any emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
4. This notice does not preempt applicable state law that may require parental notification.
5. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
6. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
7. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
- a. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - c. Any nonemergency, invasive physical examination or screening as described above.
8. Parents/eligible students who believe their rights have been violated may file a complaint with:
- Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue SW
Washington, DC 20202-5920

EXPECTED BEHAVIORS AND REQUIREMENTS

• DANCE POLICY

School sponsored dances are an extension of the normal school day and all school rules apply. Students are permitted to bring one guest to a dance. The guest's name must be signed up with a principal. The administration reserves the right to turn away guests at the door if they are not on the lists. All guests must be enrolled at a high school. Prom guests must be high school students or 20 years of age and younger.