

**Phoenix Learning Center**

**2016-2017**

**Student Handbook**



## **DEAR STUDENTS AND PARENTS,**

Welcome to Phoenix Learning Center (PLC). PLC is a "student choice" alternative high school program serving at-risk students 16 - 21 year olds in the Buffalo-Hanover-Montrose School District. Students from outside the district may open enroll. Students who choose to complete their high school requirements at PLC talk about the importance of a high school diploma. They also talk about being disenfranchised with school, and if they hadn't been able to attend PLC they would probably have dropped out of school. Many also come to PLC from chemical dependency programs not wanting to fight for their sobriety in the traditional high school where they would be confronted daily with their old habits. 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 is a multi-age, one-room schoolhouse. It worked in the olden days and it works nowadays. The average class has 12 students of varying ages and abilities. Some benefits to this learning environment are that students have the opportunity to help each other and Super Seniors (students in high school after their class has graduated) are more apt to complete their high school education.

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. We say we are like a family. Many of our procedures are similar to those as an employer.

Sincerely,  
Kris Thompson, Assistant Principal  
Phoenix Learning Center

## **DAILY SCHEDULE**

Breakfast is available before school.

Start Time	Stop time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45	9:20	Advisory	Tutorial A	Advisory	Tutorial B	Advisory
9:20	9:25	Passing Time				
9:25	10:05	Period 1				
10:05	10:18	Passing/ Transportation				
10:18	11:38	Period 2 (Students off site)				
11:38	12:15	Lunch/passing and transportation				
12:15	1:40	Period 3				Friday Seminar
1:40	1:45	Passing				
1:45	3:10	Period 4				
3:10	3:25	Announcements and Reflections				

## TWO HOUR LATE START SCHEDULE

Period 2	10:50 - 11:38
<i>Lunch and Passing</i>	<i>11: 38 - 12:15</i>
Period 3	12:15 - 1:20
<i>Passing</i>	<i>1:20 - 1:25</i>
Period 4	1:25 - 2:30
<i>Passing</i>	<i>2:30 - 2:35</i>
Period 1	2:35 - 3:25

NO Announcements and Reflections

**“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 problems.

**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](mailto: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

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

### • FOOD SELECTIONS

Breakfast is served from 8:30–8:50 a.m. Breakfast is \$1.95 for students and \$2.15 for adults. In addition, ala carte items can be purchased separately. Lunch orders will be placed through advisory time. Students are able to use PLC refrigerator, microwaves, and stove for food that is brought in. Lunch prices are \$2.85 for students and \$3.65 for adults. Single serving milk is \$.50.

Students have the opportunity to make deposits to their account in the office or cafeteria area. Deposits received by 9:00 a.m. will be ready for use at lunch. Please remember that your PIN (personal identification number) is confidential and for your use only. You will give the cashier your name when you punch in your pin number.

## • 18-YEAR OLD STUDENT POLICIES

At Phoenix Learning Center, our 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.

## • 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 requestor and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

## • POST SECONDARY ENROLLMENT OPTIONS ACT

All public school 11<sup>th</sup> and 12<sup>th</sup> 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 student by enabling 11<sup>th</sup> and 12<sup>th</sup> 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. PSEO students are on campus only with prior approval. Part time PSEO students are expected to complete coursework off campus and are only on campus during BHS/PLC classes.

## • **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 which includes the 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 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 their grade level as the district in accordance with state statutes determines them.

- Students are required by Minnesota State law to demonstrate basic reading, mathematics, and writing skills in order to receive a public high school diploma.
- In addition to satisfying the State Testing Requirements, students will be required to meet specific standards as determined by the District 877 School Board and the State of Minnesota.

## **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. Our marking system denotes “A” as excellent and “F” for failing.

## • **STUDENT GRADE REPORTS**

Each term is approximately 9 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 from a principal the form for incomplete grades. The student

must convince the principal and 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 incomplete term grades will become F's if the extension is not granted or the work not completed in the allotted time frame. Incomplete grades can delay your graduation. Each student will work with his or her principal 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 you have an incomplete grade(s) your name 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 insure 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. You can obtain this "Out of Building Pass" from 8:20a.m. - 8:50a.m. You need to provide the Secretary with a parental note or phone call that gives you permission to leave. Please make every effort to schedule personal appointments outside of the school day. If you leave school at any time without signing out and obtaining an "Out of Building Pass, your 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. 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 attendance clerk's voice mail at 682-8181. This number may be accessed 24 hours a day.

**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 prearranged 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.

## • **STATE TOURNAMENT ATTENDANCE POLICY**

There will be tournament schedules available upon request in the main office. Verification must be obtained at least **one day prior** to the tournament day(s) that will excuse the student to attend the tournament. The verification must be specific as to the **day and time** that the students are to be excused from school. It is imperative that students receive prior permission to attend state tournaments. Failure to do so may result in a truancy. It is our high school recommendation that students not be excused more than two hours prior to the beginning of the event. **All students, including athletes, must secure advance notification of absence.**

If a Buffalo High School team is participating in a state tournament contest, the school district may provide supervised fan buses. The high school administration discourages students driving their own vehicles to tournaments. The provision of school buses is an economical and safe mode of transportation.

## • **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 the attendance telephone line is accessible 24 hours a day. 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 to classroom activities.
6. Make an effort to be successful.
7. Participate in classroom activities.



8. 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.
9. Do not use vulgar or offensive language to staff members or other students. (Includes writing on lockers, walls, etc.) This includes any written, verbal or implied threats.
10. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
11. Help keep classrooms and our school neat and clean.
12. Take care of school property, i.e., books, equipment, etc.
13. Do not bring valuables to school. Keep personal property in your possession or in a LOCKED locker.
14. 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.
15. 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 pull himself together after 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.

### • **FRIDAY SEMINAR**

Friday seminar takes place Friday afternoon during 3rd and 4th block with all PLC students. Friday seminar helps students learn the skills to effectively work within or lead community or school projects and organizations. Students will participate in various classroom and field experiences related to social and cultural issues on topics including history, economics, geography, and citizenship. Students will earn social studies or elective credit during Friday seminar.

### • **TRANSPORTATION**

Kris can set up expectations on transportation for 2nd block, field trips, other activities; bus expectations; driving to PLC.

### • **ADVISORY**

Advisory will take place Mondays, Wednesdays, and Fridays from 8:50-9:30. 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. Willful violation of any school regulation.
2. Willful 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. Willful 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 fire a 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 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 & 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 & 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

Photographs for school district publications and local newspaper \*

Parents or students ages 18 or older who do not want this information released must notify the district in writing.

\*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 for all students in the main office. Students may pick these up at any time.

## • **OFFICIAL TRANSCRIPT REQUESTS**

Transcript requests are conducted online via [www.parchment.com](http://www.parchment.com). To order, look for the Secure Transcript link on the school website, create an account, login, and make your requests.

*Secure Transcript™* is provided by Docufide, Inc. They will deliver your official school verified and approved transcript, to the college and scholarship funds you choose. You will receive an email confirmation when each transcript is delivered, and for colleges that accept transcripts electronically, when they receive it as well. Cost will be \$3.25 for an electronic transcript.

## **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 enrolled at a high school. Prom guests must be high school students or 20 years of age and younger.