



*A BHM District Transition Program for Students Ages 18-21*

*Program Handbook for 2014-2015*

DEAR STUDENTS AND PARENTS,

Welcome to the PRIDE Transitions program. PRIDE is a specially designed instructional program for students who have identified special education needs, and are meeting graduation requirements through their Individual Education Plan. PRIDE is available to students as a part of the federal Individuals with Disabilities Act. As a member of this program, students receive a public education based on specifically identified transition areas. As a secondary public school student, members of the PRIDE community are still a part of ISD #877- Buffalo Hanover Montrose Schools. The goal of the PRIDE Program is to teach eligible students the skills necessary to become valuable contributing members of the adult community regardless of the disabilities and challenges that these create.

Sincerely,

Joy Kieffer  
District #877 Special Education Director

### **DAILY SCHEDULE**

Each student's schedule is dependent upon the needs identified in his or her IEP and graduation plan. The primary program operates Monday through Friday, from 8:00 am - 2:15 pm. Classes at Wright Technical Center are also available to PRIDE students.

Students who hold a paid or non-paid job, or who participate in Post Secondary Enrollment Options (PSEO) may count the hours served toward their school schedule. All paid or non-paid job sites must meet the work-based learning guidelines and be approved by PRIDE Transitions staff.

### **TWO HOUR LATE START SCHEDULE**

In the event that the BHM district announces a two hour late start, PRIDE Transitions will begin programming at 10:00 am. Students will begin their schedule based upon where the student is regularly scheduled at 10:00 am.

1<sup>st</sup> Block Wright Technical courses will be cancelled. 2<sup>nd</sup> Block Wright Technical Center students will begin their day at Wright Technical Center, with buses transporting these students directly there.

PRIDE staff will communicate with the bus company about where all other students will be starting their day, based upon the day of the week and student schedules. Each student's situation will be evaluated and adjusted as needed, based on the needs of the student and employers.

For students who hold their own jobs, if scheduled to begin working within the 2 hour late start (8:00-10:00 am), students are expected to arrive at their jobs on time, unless arranged otherwise with the employer.

Parents needing information on where to drop off their students may contact the PRIDE Program directly.

### **GENERAL STUDENT INFORMATION**

*Although all services are not on site, students attending PRIDE Transitions continue to have access to the following district services:*

- **SUPPORT SERVICES**

Counseling and Guidance Services - BHS has 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. As part of PRIDE Transitions programming, students are encouraged to begin utilizing and transitioning to services they will access upon programming completion.

Health & Nursing Services - The health office is directed by a Licensed School Nurse and staffed by a health aide. PRIDE Transitions does not have on-site nursing staff. Staff will remain in consultation with the BHS health office to determine appropriate first-aid procedures and medication distribution procedures. Students who become ill

during the school day are to report to program staff, who will then assist students in determining what they should do. Students leaving school due to illness without reporting to staff will be considered unexcused.

Students who need to take medications during the school day are to bring medications in their original bottles to the staff's office. Written verification is required to use any medication at school and a physician's order is necessary for any prescription medications. Program staff will hold over the counter medications (such as Tylenol or ibuprofen) for students for "as needed" use. Forms for medication use during school may be picked up from program staff.

If students have special health needs such as diabetes, seizures, asthma or ADD, please feel free to contact the school nurse with questions or concerns. The health office number is 763-682-8121 and the school nurse's number is 763-682-8120.

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

Police Resource Officer - A School Resource Officer at Buffalo High School, is available to students, staff, and parents. The police resource officer can be reached at 763-682-8135.

- **FOOD SELECTIONS**

A daily hot lunch program is not available at PRIDE Transitions. Breakfast schedules are determined with the students. **Breakfast is offered each school day at \$1.85 for students, \$2.05 for adults and FREE for eligible students.** The district lunch option is a balanced bag lunch, which is particularly convenient for students with employment options in their schedule. As part of developing independent living skills, students will periodically participate with preparation of lunches at no additional cost. **Lunch prices are \$2.65 for students, \$3.45 for adults and FREE for eligible students.** Students have the opportunity to make deposits to their account by submitting payments to program staff or depositing payments through PAMS at [www.PayPAMS.com](http://www.PayPAMS.com). Deposits submitted to staff must be received at least 1 day prior to the day the student needs the deposit made.

Students at PRIDE Transitions are no longer required to use a PIN. When students order the bag lunch option, program staff will pick up the lunch and have it available to the student by their designated lunch time. Students may have to pick up their lunch at a designated space, in order to have their lunch at work. It is the student's responsibility to make sure they pick up their lunch, if this is the arranged schedule.

Students are permitted to have snacks and drinks throughout the school day. Snacks are intended to be food items that are considered healthy foods that can be consumed while continuing to be academically productive. Students are also permitted to have drinks during the school day as well, such as water, juices, Gatorade, etc. Students are not to consume pop, energy drinks, Monster drinks, etc, during the school day unless otherwise announced for activity days/field trips.

Students may keep food in a designated cupboard and space in the refrigerator/freezer (as space permits). All food purchased by students must be clearly labeled with the student's name and be sealed.

- **18-21 YEAR OLD STUDENT POLICIES**

At PRIDE Transitions, 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. PRIDE Transitions requires that students 18 years and older must provide parental verification of absences for students whose parents remain as the student's guardian. For students who are their own guardian, students may be asked to bring absence verification, based on attendance history or for reasons necessary for staff to determine an excused absence.

- **LOCKERS**

Lockers for student usage at PRIDE Transitions are **unavailable**. Students frequently bring backpacks to school and are kept in the utility/storage room. The school reserves the right to inspect backpacks when program staff deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep the storage space clean and neat. Students are advised not to keep money or other valuables at school. The school will not be responsible for lost or stolen property. If programming staff has *reasonable suspicion* that a student may be in possession of something dangerous or illegal, the school reserves the right to search the storage space or a student's personal property.

- **SEARCHES**

Students should be aware that school officials are allowed to search students, and their backpacks, motor vehicles, and personal property when they have reasonable suspicion that a particular student is in violation of school rules or the law.

- **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 for those records that 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**

Periodically, 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 students 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**

Every student must be under supervision and accounted for during every hour of the school day. "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. PRIDE Transitions operates on a closed campus policy that includes the lunch periods, unless determined otherwise with program staff.

- **VISITORS**

All visitors who come to the program during the school day must check in with program staff. We ask that all visitors follow this procedure so that we can ensure the safety of our students. Students are not to bring other student guests during the school day. Requests for guest visitations, due to extenuating circumstances, must be cleared by programming staff at least one day in advance.

- **BUS POLICIES**

Riding the bus is a privilege, not a right and failure to follow the rules will mean loss of bus riding privileges. There are no after school bus availabilities to the students. It is also the expectation that all students will ride the bus that has been assigned for him or her. It is district policy that students may not ride to school or home on another student's bus, unless approval by a program staff for an emergency situation. Should students require transportation after the school day, they may wish to consider utilizing the community bus service, if it transports to the area desired.

- **WRIGHT TECHNICAL CENTER (WTC) STUDENTS**

On days that PRIDE Transitions is scheduled to be in session but WTC is not, WTC students are expected to attend PRIDE Transitions during the regularly scheduled WTC time. Transportation will be arranged to meet these schedule changes.

## **ACADEMIC INFORMATION**

Prior to attending PRIDE Transitions full-time, most students choose to walk in the graduation ceremony at BHS with their classmates, but may NOT accept their diploma with this ceremony. Once a student chooses to accept their diploma, they are no longer eligible to receive services from the BHM school district.

Students attending PRIDE Transitions may participate in a diploma issuing ceremony upon completion of their IEP goals and Program Graduation Plan. For most students, completion of Professional Portfolio requirements is an embedded part of the program.

In the case that a student does not complete the identified requirements of their IEP and Graduation Plan, that student will not be able to accept the BHM diploma. Should a student be on track to graduate and then fail an

opportunity in the last term of the school year, the student may walk in the program Diploma Ceremony, but may not receive their diploma until all requirements have been met within a determined timeline.

Should a student be aged out (21 years of age) at the end of the school year, during the year they fail a requirement during the last term, the student will need to make up the work required or complete an opportunity determined to replace the failed requirement to earn their diploma. If the requirement cannot be made up, the district will not be able to issue the student's diploma.

#### IEP Based Graduation

Most students enrolled in PRIDE Transitions graduate based on IEP goals and graduation plan attainment. For new students, an IEP team meeting will be held to develop the graduation plan. When the IEP team determines the student has met the expectations regarding goal and graduation progress, the student will provide data that support exiting the program to receive a diploma.

#### Credit Based Graduation

Although rare, students who attend PRIDE Transitions on a credit recovery plan will follow the requirements of BHS to attain the minimum credit requirements for graduation (30 credits). BHS staff will collaborate with PRIDE Transitions staff to determine an appropriate academic schedule that would meet all standards and graduation requirements for the BHM school district.

#### ACADEMIC INTEGRITY

All PRIDE Transitions students are expected to adhere to the fundamental values of academic integrity that 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.

- **GRADUATION POLICY FOR PRIDE TRANSITIONS STUDENTS**

Students who are unable to accumulate the credits and testing components necessary to graduate will be notified by letter after the May 15th deadline that they will not be allowed to participate in the graduation ceremony. Students who are eligible to graduate but fail a class(es) last term, may participate in the graduation ceremony, but will not receive a diploma until they have met all BHM requirements. A team meeting will occur to determine a plan for graduation from PRIDE Transitions.

- **ACT TESTING and REGISTRATION, MCA and GRAD Standards tests**

Prior to attending PRIDE Transitions, students should have met testing requirements for graduation, either by achieving the state or individualized based score. These scores should be recorded in the student's most recent Individualized Education Plan (IEP).

Buffalo High School is a test center for the American College Testing (ACT) program. It serves as a regional site for area high school juniors to take the ACT test five times during the school year. Information and registration materials for the ACT test are available in the counseling office. Testing dates and registration deadlines are listed in the calendar section of this handbook.

- **GRADING POLICY**

Students graduating on an IEP based program will not receive report cards. Student progress is reported through progress reports as indicated in the student's IEP.

Students on a credit recovery based program 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. Grades will be issued based upon the established grading system at BHS. Students may earn a "P" for passing, based on individual needs/accommodations and a team decision. Earned credits will be reported to the counselor at BHS in order to add earned credits toward graduation and will be added to the student's transcript.

## **ATTENDANCE PROCEDURES**

### **• STATEMENT OF PURPOSE**

The administration and faculty supporting PRIDE Transitions believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic and goals 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. This philosophy is reflected and implemented in the Attendance Policy of PRIDE Transitions

### **• OUT OF BUILDING PASSES**

In order to leave the program during the school day for non-school related reasons, students must sign out of the building on the designated clipboard. You may need to provide program staff with a note from your guardian or phone call that gives you permission to leave. Please make every effort to schedule personal appointments outside of the school day. Some appointments are deemed an academic experience for students, so please check with program staff to see if your appointment meets requirements to regularly schedule during your school day. If you leave school at any time without signing out and informing program staff, your absence will be considered unexcused.

### **• ABSENCE FROM SCHOOL: 763-682-8893 – ATTENDANCE HOTLINE (Which is actually a staff phone)**

A student will be considered absent when the student is missing from school for any day or part of the day for reasons outside of the student's regular programming schedule. Teachers will make students aware of specific absence/attendance expectations. 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.

### **\*\*ABSENCE REPORTING PROCEDURE\*\***

#### *For Students Who Are Their Own Guardians:*

Before or on the morning of a student's absence, **the student** is requested to call/notify PRIDE Transitions about the absence at 763-682-8893. Students should also contact any other sites that occur in their personal schedule for the day, including the bus company. This number may be accessed 24 hours a day. For students who are their own guardians, parent verification of absences is not required, but may be requested/necessary depending on individual circumstances.

#### *For Students Who Are Not Their Own Guardians:*

Before or on the morning of a student's absence, the student (preferably, in order to practice this skill for independence skills) **and/or** a student's parent/guardian is requested to call/notify PRIDE Transitions about the absence at 763-682-8893. Parents should also make sure any other sites that occur in the student's schedule for the day have also been notified, including the bus company. This number may be accessed 24 hours a day.

One procedure that has become easy to use for PRIDE Transitions and families is to have the student make the call to state their absence and then the parent/guardian just simply make a statement at the end of the call to verify that they are aware of the absence.

***STUDENTS AND PARENTS/GUARDIANS SHOULD BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE, THE ABSENCE WILL BECOME MARKED AS UNEXCUSED.***

#### **EXCUSED ABSENCES/TARDIES:**

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 that 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.

- **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. Advance notification forms are available at PRIDE Transitions. There may be instances where homework must be completed in advance of the absence so please make sure you are in communication with your teachers about the work you may be missing during your upcoming absence. *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 an unexcused absence. It is our district's recommendation that students not be excused more than two hours prior to the beginning of the event. All students must secure advance notification of absence.

If a Buffalo High School team is participating in a state tournament contest, the school district will 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**

We believe that being on time is a very important life skill. Students are expected to be in class when the student's scheduled time begins. We believe in the concepts of natural consequences for our students in order to teach them the importance of arriving to work on time and that tardiness can and may result in the loss of work opportunities. Students should be aware that tardiness may result in loss of credit for coursework missed or interfere with the successful completion of IEP goals.

## **EXPECTED BEHAVIORS AND REQUIREMENTS**

- **EXPECTED BEHAVIORS**

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

1. Be present in classes daily.
2. Be in class on time.
3. Please respect that our program is a learning environment by keeping the space a learning environment (limit social conversations, volume control, etc)
4. Be prepared for class.
5. Bring all required materials to class, i.e., books, paper, pencils, work-out clothes, flash drive, planner, etc.
6. Students who are interested in participating in program activities must plan for such participation. Students are expected to maintain a planner/calendar to schedule activities and appointments, so they learn to better manage their own schedules in order to plan for their activities and avoid "double scheduling". This also serves as a means of communication between the program and families about upcoming activities we are participating in.
7. Personal Time Off (PTO) slips (or the request for time off sheets as designated by an employer) must be completed in order to take time off of work, either for personal reasons or school related activities. Students are also expected to submit time-off needed, in writing, to agencies students provide volunteer work, so the agency is able to plan for appropriate staffing to cover. These should be filled out with a one week notice, whenever possible. Should students submit their request for time-off within the one week time frame, the request might not be honored. If a request is submitted ON the day requested off, the request will not be honored, unless staff approved.
8. Be attentive to classroom activities.
9. Be ready for your transportation times. Understand that arranged community transportation is only required to wait 3 minutes, so it's better for you to be waiting a couple minutes early.

10. Make an effort to be successful.
11. Demonstrate independence with personal hygiene. If you take care of this skill, we won't have to talk to you about it. (showering, clean hair, use of deodorant, brush teeth, hair combed, etc.)
12. Participate in classroom activities.
13. Show respect for teachers, other students, and school property by engaging in activities that permit the school environment to continue to be a productive learning environment.
14. Maintain positive communication with teachers, other students, and any individuals associated with a student's participation in their school day, by refraining from the use of vulgar or offensive language (writing on any school related property, walls, etc.). This includes any written, verbal or implied threats.
15. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
16. Please respect the privacy of the office, by gaining permission before entering.
17. The Conference Room may be used for a study space, with the understanding that meetings and other needs may occur that result in you being asked to find another space to work.
18. Help keep classrooms and our program neat and clean by picking up after self and participating in weekly program cleaning duties as assigned.
19. Whiteboards are intended for educational purposes only.
20. Take care of school property, i.e., books, equipment, etc.
21. Skateboards, roller blades, and roller shoes are not permitted to be used on program property (Lake View Mall policy as well.)
22. Do not bring valuables to school. Keep personal property in your possession. The program does not provide spaces for students to keep their valuables.
23. 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.
24. Ethical use of electronic equipment & technology is expected.

- **ELECTRONIC DEVICES**

Cellular phones, pagers, laser pointers, electronic games, CD players, iPods or any other electronic or picture taking device that may cause disruption are to be turned off or not used in the academic setting unless preapproved by the instructor.

Students are permitted a 15 minute period during their lunch time to check their cell phones for any messages and make any phone calls they would like to make with their cell phones. The program is not responsible for loss or theft.

*PRIDE Transitions Electronic Device Warning Procedure:*

1<sup>st</sup> Incident – Verbal Warning (to put the device away)

2<sup>nd</sup> Incident – Teacher may confiscate the device up until the end of the day.

3<sup>rd</sup> Incident – The teacher may confiscate the device and the parent/guardian will be notified to determine an appropriate plan that will help to support this policy.

*We understand that some students MUST have their cell phones on during the day for a variety of reasons. For these instances, we have students place their cell phones on a staff member's desk and the student is then notified that they have received a phone call. Therefore, Parents/Guardians, should you need to reach your student during the school day, please refrain from calling direct student cell phones during school hours and contact 763-682-8893 instead.*

- **DETENTION**

Students may be assigned detention for infractions of school rules or disruptive behavior.

- **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.



Students participating in the School To Work programming must follow the dress code of the employer for which they work. If the student attends school in clothing that is not “work ready”, they will not be able to attend work for that day and will attend PRIDE Transitions programming instead. Numerous infractions of inappropriate dress may result in the loss of a work opportunity.

- **STUDENT TOBACCO USE POLICY**

PRIDE Transitions is a BHM district program and, as all district school facilities, we are a tobacco free school. Student use and/or possession of tobacco in any form 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. In addition to receiving school consequences, violators will be referred to the School Resource Officer. This policy is in effect during the student’s designated school day or extended activity days.

- **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. Park correctly in the student assigned parking area.
  - e. Obey speed limits.
  - f. All vehicles parked on site must be registered and a copy of student’s drivers license and insurance card will be kept on file.
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.
4. Snowmobiles and motorcycles must also be registered and parked in designated areas. It is the student’s responsibility to inquire about where these places are.
5. Students who attend Wright Technical Center (WTC) are to utilize district transportation to and from WTC, unless prior arrangements are agreed upon by program administration and the student’s parent(s) if the student is not their own guardian. It is the student’s responsibility to obtain the required parking permit from WTC if they are permitted to transport themselves to their facility.

- **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 program administration 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, program administration may send a student home if program administration 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.

- **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 which includes program administration if they are pursuing withdrawal from PRIDE Transitions.

- **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 communicate with the school resource officer at Buffalo High School who proactively works with students and parents to identify any possible safety problems. We also work with the Buffalo Police Department on an as needed basis.

There is one AED in our program. 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.

All doors to PRIDE Transitions will remain locked, between the hours of 8:15-2:15, with the exception of the main entrance door. Students are asked to help us by leaving all doors locked and keeping them closed during the school day, unless granted permission by a program staff member. Any visitor, parent, or worker should register their presence in the program by signing in on the designated clipboard. If you hear any information that could result in harm to any person or property, report that information to the nearest staff person.

District personnel have worked with PRIDE Transitions staff to establish procedures in the event of an emergency. Fire escape plans and tornado take cover areas are mapped out and posted in each room throughout PRIDE Transitions.

Potential safety practices exist for students in the following areas:

1. Fire Drills - 5 fire drills will be held during the school year. Practice times are documented as required by BHM school district policy. Lakeview Mall does not have pull-down fire alarms in the building.
2. 5 Lock Down and 1 Severe Weather Take Cover Drills are also practiced throughout the school year and documented as required by BHM school district policy.
3. 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.
4. 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 safe, healthy 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 PRIDE Transitions computer and Internet usage policy. Students will sign an agreement saying that they know, understand and will abide by these policies. Computers, iPads, and iPods at PRIDE Transitions are to be used for schoolwork and all printing must be related to school projects.

Students will sign out a computer for usage at PRIDE Transitions on a designated clipboard. Computers are to be used at the program only; No computers may be checked out of the building, unless otherwise noted in a student's IEP or arranged with a staff member for unique situations. When transporting program laptops, the computer should always be carried with two hands.

While computers are in use in the program, students shall only use the PRIDE wireless connection and they are to be seated in such a way that the computer screen faces towards staff or towards the door entering the room the student is working in.

When finished working on the computer, the student will check the computer back in on the designated clipboard and plugging the computer back in on the cart (if checking out the usage of a laptop).

- **TECHNOLOGY – GOOGLE APPS**

In our ongoing effort to use technology to expand learning opportunities for students, the Buffalo Hanover Montrose School District is proud to partner with Google Apps for Education. This notification is meant to provide some basic information about Google Apps for Education and open the communication lines with your child's teacher and school in the event you have more specific questions. **The following services are available to each student and are hosted by Google as part of the Buffalo Hanover Montrose School District's online presence in Google Apps for Education:**

- **Google Mail**-an email account for school use managed by the Buffalo Hanover Montrose School District. The acceptable use policy applies to this account both at school and home.
- **Google Calendar**-an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Google Drive** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office. These tools make it possible for students to work together on documents, presentations, and projects via the web.
- **Google Sites**-an individual and collaborative website creation used for projects and ePortfolios.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Email accounts are required by many Web-based educational tools, and also allow students and teachers to communicate and collaborate in a safe and structured manner with their class. Web-based learning tools provide free access to storytelling, concept mapping, video editing, visual presentation tools, and many other meaningful Web 2.0 tools.

**Technology use, including Google Apps for Education, in the Buffalo Hanover Montrose School District is governed by School Board Policy 525 (Acceptable Use) and federal laws including:**

**Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. CIPA

<http://fcc.gov/cgb/consumerfacts/cipa/html><http://fcc.gov/cgb/consumerfacts/cipa/html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for BHM School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes.

[COPPA-http://www.ftc.gov/privacy/coppafaqs.shtml](http://www.ftc.gov/privacy/coppafaqs.shtml)

### **Family Education Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

If you have concerns about your child having a Google Apps account, please contact Joy Kieffer, Director, Special Education Services, at 763-682-8721 to discuss alternatives to web based instructional and collaborative tools. Thank you for your support as we work to leverage collaboration tools for 21st century teaching and learning.

#### **• 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, 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 program administration.

#### **• 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 by October 1, 2014.

\*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. Students and/or parents/guardians 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.

#### **• PUBLICATIONS**

Copies of the PRIDE Transitions discipline, truancy, harassment, hazing and equal opportunity policies are available for all students. These may be picked up at any time from program staff.

PRIDE Transitions students who have transferred into the program with no further participation in the Buffalo High School and/or have chosen to walk the BHS Graduation Ceremony are no longer be eligible to participate in BHS activities. In order to assist students with a natural transition from high school life to a level more reflective of independent living, we encourage students to be active in community activities.

Some activity ideas to consider seeking active involvement may be:

1. Community Education activities/classes
2. Opening Doors
3. PRIDE Hang-Outs
4. De La Salle "Starry Night Prom"
5. Visit the local library and take advantage of all the materials available to the public.
6. Go for a walk in a local park.
7. Open Swimming Events
8. Open Skating at the Buffalo Civic Center
9. Open Gym activities throughout the district (information can usually be found in the most recent Community Education catalog)
10. Activities/Events that PRIDE Transitions staff will inform students about during announcements and/or forward to parents/guardians via emails.
11. Attend plays, concerts, sporting events, activities, parades, or any of the many activities as schedules indicate on the BHM School Calendar. These calendars are available to anyone in the public. Should you need a calendar, please request one. You should have been provided one with your Open House folder.
12. Community sponsored *Concert in the Park* events, as long as the concerts continue to be scheduled.
13. Volunteer for an organization!!
14. Plan a get-together with a friend.
15. Be creative.....use our community!