

PRIDE TRANSITIONS



A BHM District Transition Program for Students Ages

18-22 Program Handbook for 2026-2027

Dear Students and Parents/Guardians,

Welcome to the PRIDE Transitions Program!

We are excited to welcome you to the PRIDE Transitions school community. PRIDE is a specially designed instructional program for students receiving special education services who are working toward meeting their graduation requirements through their Individualized Education Program (IEP).

As a member of PRIDE, you remain an important part of Buffalo-Hanover-Montrose Schools while participating in a transition program designed to build on your unique strengths, interests, and goals. Through individualized instruction and meaningful learning experiences, students develop the knowledge, skills, and confidence needed for life after school.

Our program focuses on helping students grow in areas that support greater independence, self-advocacy, employment, community participation, and lifelong learning. We believe every student has valuable strengths and the ability to make meaningful contributions to their community. Together, we create opportunities for students to explore their interests, build relationships, and work toward the future they envision for themselves.

We are honored to partner with you and your family during this exciting stage of your educational journey. We look forward to celebrating your successes and supporting you as you continue to learn, grow, and prepare for adulthood.

Welcome to PRIDE Transitions!

Sincerely,

Dr. Amy Ernst
Director of Special Services
Buffalo Hanover Montrose Schools

PRIDE Transitions Administration:

Dr. Amy Ernst	-	Director of Special Services	763.682.8721
Tessa Newby	-	Assistant Director of Special Services	763.682.8720

Table of Contents

General Student Information	4
Academic Information	7
Attendance Procedures	9
Expected Behaviors and Requirements	12
Activities	21

General Student Information

SUPPORT SERVICES

The success and growth of each student in the PRIDE Transitions program is a collaborative effort among all staff. We work together to provide individualized supports and services that promote students' academic development, personal growth, independence, and overall well-being.

The following is a summary of key supports and services provided within the PRIDE Transitions program.

Any student who is struggling with suicide or who is in crisis, or who knows of someone in crisis can access the following resources:

- 988 Suicide and Crisis Lifeline: Call or Text - 988
- Four County Crisis Response Team: Call - (800)635-8008

Psychological Services School psychologists collaborate with students, families, and staff to support student success through evaluation services, consultation, and counseling support. Please contact Ilse Motzko for more information at imotzko@bhmschools.org.

Social Work Services The school district provides school social work services to support students' needs. As part of the PRIDE Transitions program, students are encouraged to build connections with and begin accessing adult and community-based services that will be available to them after they complete the program, helping to support a successful transition beyond school.

Health Services PRIDE Transitions health services are supported through the collaboration of a Licensed School Nurse (LSN), trained educational support professionals (ESPs), and PRIDE Transitions staff. The LSN oversees and provides guidance regarding student health needs, health plans, and health-related supports. A trained ESP is available to provide health-related assistance throughout the school day based on students' individual needs and in alignment with guidance from the LSN.

Students who become ill or injured during the school day should notify a staff member for assistance. Through collaboration between the LSN, ESP, PRIDE Transitions staff, and families, appropriate support and next steps will be determined. Families will be contacted by school staff if a student needs to go home or requires additional medical follow-up.

Students who need to take medication during the school day must have required parent/guardian permission and medical documentation completed prior to medication administration. Medication permission forms are available through Health Services and on the BHM Schools website under Health Services. The school does not supply medications.

If a student has specific health needs, medical concerns, or requires a health plan, families should communicate this information with the PRIDE Transitions team. The LSN will collaborate with families and staff to develop and support plans that promote student health, safety, and participation. To connect with the Licensed School Nurse, the phone number is 763.682.8120.

School Resource Officer A school resource officer (SRO) at Buffalo High School, is available to students, staff, and parents. The SRO can be reached at 763.682.8135.

Vision Transportation Students are provided district area bus service to school and back home at the end of the student's regularly scheduled school day. 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 extracurricular after-school buses available 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 end-of-day school transportation has departed, they may wish to consider utilizing the community bus service, if it transports to the area desired.

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. 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. Please write your student's full name or PIN on the check/envelope if paying by cash or check.

The Application for Education Benefits can be completed anytime during the school year. Online applications are available at Infinite Campus Parent Portal. Paper applications are available by contacting the District Nutrition Services Office (763.682.8775). 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 through 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 child. A complete copy of the School Meals Policy is available on the district website. If you wish to receive a full copy, please contact the District Nutrition Services Office.

The Free Meals for Kids Program allows one free breakfast meal and one free lunch meal per student each day. Additional ala carte items will be charged to the meal account.

Wellness Information The BHM district has set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal guidelines. Please reference the full BHM Wellness Policy 533, including additional wellness resources at:
<https://www.bhmschools.org/policies>

18-22 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.

LANGUAGE ACCESS PLAN

A link to the District's Language Access Plan can be found on the BHM schools website under Special Services and English Language Development.

LATEX BALLOONS

For the safety of our students, staff and general public who use our buildings, the district does not allow the use of latex (rubber) balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. Latex is a substance that can have a life threatening impact when a person is exposed to it.

LOCKERS

Every PRIDE Transitions student is expected to choose a locker. Lockers are "on loan" to students for the school year and remain the property of District 877. It is the individual student's responsibility to keep their 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. It is the policy of the state of Minnesota that:
"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

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 inform the requester and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

SCHOOL DAY

“School day” is defined as the time from when a student gets on the bus in the morning or enters the 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. Daily schedules within the PRIDE Transitions program are determined on an individual basis to align with each student’s needs, goals, and IEP services. The primary program day begins at 8:50 a.m. and dismissal is at 3:25 p.m. 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.

VISITORS

Any visitors who come to the school during the school day will enter a secure entrance, 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.

Academic Information

Students attending PRIDE Transitions may participate in a diploma issuing ceremony upon completion of their IEP goals and Program Graduation Plan.

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.

Educational eligibility for the PRIDE Transitions program ends when a student turns 22 years of age. Students who have not completed all graduation requirements by their 22nd birthday will no longer be eligible to receive services through the program. The PRIDE Transitions team works collaboratively with students and families throughout the student's educational program to monitor progress toward graduation and support timely completion of graduation requirements. If graduation requirements remain incomplete when eligibility ends, the district will not be able to issue a diploma.

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 dishonest homework, tests or grades.

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 BHS juniors and seniors to take the ACT plus writing test, free of charge, during the school year. Information and registration materials for the ACT test are available in the counseling office.

DIGITAL TOOL INVENTORY OF CORE CURRICULUM AND ASSESSMENT TOOLS UTILIZED (Data Privacy Bill HF 2353)

The Buffalo-Hanover-Montrose School District utilizes a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools, which includes an outline of the student data elements within each tool, [posted here](#). This list is maintained and communicated annually to all families at the start of the school year via our school handbooks. Please feel free to reach out to your child's case manager for additional information regarding specific digital tools used in classrooms.

GRADING POLICY

Students enrolled in the PRIDE Transitions program receive a Pass (P) or Fail (F) grade for each course in which they are enrolled. Grades reflect each student's progress toward the individualized expectations of the course. Report cards are issued annually at the end of the school year.

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.

GRADUATION PLANNING

Students in the PRIDE Transitions program follow an individualized graduation plan developed through collaboration among the student, parents/guardians, and school team. Graduation planning considers each student's IEP goals, educational needs, strengths, interests, and transition goals.

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 diploma ceremony. Students who are eligible to graduate but fail a class(es) last term, may participate in the diploma 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.

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

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.

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.

Attendance Procedures

The PRIDE Transitions team recognizes that consistent attendance and participation are important components of a student's educational experience. Regular attendance provides students with opportunities to engage in instruction, build independence, develop skills, and participate in meaningful learning experiences connected to their individual goals. Students, parents/guardians, and the school team share responsibility for supporting consistent attendance and communication regarding absences.

Students are expected to attend PRIDE Transitions regularly and participate in their scheduled educational programming. Because PRIDE Transitions provides individualized programming, students may have different daily schedules based on their IEP, transition goals, and

educational needs. Families are encouraged to communicate with the PRIDE Transitions team regarding absences or other factors that may impact a student's participation. Excessive absences may require collaboration with the student, family, and school team to determine appropriate supports and next steps.

OUT-OF-BUILDING PASSES

In order to leave the school during the school day, permission must be received from parent/guardian excusing them at a specific time prior to leaving via communication with the student's case manager. Students must sign in and out of the building as they come and go. Please make every effort to schedule personal appointments outside of the school day. If students leave the building at any time without a call from parent/guardian, the absence will be considered a truancy.

ABSENCES

A student will be considered absent when he/she is missing from school for any day or part of the day. 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: Late Arrivals, Early Departures and Absences – Please notify the PRIDE Transitions case manager.

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 their case manager at PRIDE Transitions about their absence. Students should also contact any other sites that occur in their personal schedule for the day, including the bus company. The phone numbers at PRIDE Transitions 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 the student's case manager at PRIDE Transitions about their absence. 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. The phone numbers at PRIDE Transitions 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.

PLEASE BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE A STUDENT'S 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 family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, and 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 Definition and are not excused by an administrator shall be considered unexcused. This may include missing the bus, oversleeping, or personal reasons.

ADVANCE NOTIFICATION

Missing school is a major disruption to learning and classroom experiences often cannot be replicated. Whenever possible, please avoid missing school for activities, vacations, and other scheduled or prearranged activities. Excusal of an advanced notice absence will be at the discretion of administration. Students planning to be absent should contact the their case manager for appropriate documentation and request forms. Failure to receive prior approval may result in an absence being considered "Unexcused". 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. Classwork and/or activities in the classroom that cannot be replicated, may be replaced with an alternative assignment in order for a student to earn credit.

MAKE-UP WORK

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

TARDINESS

Being on time is a very important life skill. Students are expected to be in class when the class period begins. Tardiness may result in loss of credit for coursework missed, and time may be made up outside of the school day.

TRUANCY

Definition: When a student is absent or habitually tardy from class without an approved reason, the absence is considered a truancy. Absences that are not excused within two days are truanicies. It is the student's responsibility to make sure their absences are verified.

CONSEQUENCES OF TRUANCY STUDENTS MAY NOT RECEIVE CREDIT FOR ANY WORK MISSED FOR TRUANCIES (ie. tests, quizzes, reports due, etc.).

Truancies will be dealt with as follows:

1. For a student's first and second truancy, the student may be required to meet with an administrator.
2. Continual or habitual truancy may result in the loss of credit and a parent conference may be scheduled with administration and/or school staff.

3. Continual truancy will be reported to the Wright County Truancy Intervention Program. For more details, please visit their website.

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.

CELL PHONES, SMART WATCHES, AND EARBUDS OR HEADPHONES

Readily available technology can be a powerful asset when it comes to student learning and building real-world connections. Also, there is significant research to support the concern that personal devices, such as cell phones, continuously connected to social networks, are a challenging distraction to teens and adults alike and, in many cases, negatively impact student academic performance, classroom environment, social interaction with peers, and individual mental health. PRIDE Transitions will take necessary measures to help promote a distraction-free classroom environment where students can thrive personally and academically.

GENERAL GUIDELINES

All students are expected to have daily access to a charged learning device, not a cell phone. If a student needs access to a chromebook, these are available through PRIDE Transitions. Students may NOT use cell phones, smart watches, earbuds/headphones, other personal electronic devices during class time - bell to bell. Students may only use these devices if they have the expressed permission of the teacher, within the classroom, and it is being used for academic tasks only. Personal device use is limited to before and after school, during passing time, and the cafeteria during lunch. All electronic devices should be kept off and stored in a teacher-determined location (e.g. pocket chart), or stowed in a backpack or locker during school hours.

Specific Restrictions

- Locker Rooms and Bathrooms: Devices with photo or video taking capabilities may NOT be used in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Unauthorized Recording: Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students

during the school day, instructional and non-instructional time, before or after school while on school property, and at off-site, school-related events.

- Earbuds and Headphones: Earbuds or headphones are not allowed in class, unless expressly authorized by the teacher. If use is approved, any earbuds or headphones should be connected to a chromebook or other dedicated learning device. Headphones should not be connected to a cell phone.

Extenuating Circumstances

- Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times. Please contact school administration if there is an essential need for an approved phone. In the case of medical necessity or emergency, a student should have a health plan or prior approval.

- Students who have a documented accommodation through an IEP or 504 to “listen to music during work-time” must connect their headphones to a chromebook or other dedicated learning device. Headphones should not be connected to a cell phone.

Additional Considerations

- The school reserves the right to inspect a student’s electronic device if there is reason to believe the student has violated school policies or engaged in misconduct while using the device. Refusing a search or disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.

- The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

- In case of emergencies, parents/guardians that need to speak with their student during the school day should contact the student’s case manager.

INAPPROPRIATE CLOTHING/ACCESSORIES

Clothing is generally acceptable for school wear as long as it follows health and safety guidelines, does not disrupt the teaching/learning process, does not create school disorder, and does not create a harassing or intimidating environment (e.g., students are to wear shoes or sandals and may not wear clothes that threaten or demean other students). Students may not wear clothing or accessories that display words or images directly or indirectly advertising alcohol, tobacco, drugs or related products or which promote the use of these products, or that are profane, obscene or sexually suggestive. In addition to clothing, students may NOT display other items or accessories that can cause a safety issue, disrupt the teaching/learning process, create school disorder, or cause a harassing or intimidating environment (e.g. displaying a confederate flag).

STUDENT TOBACCO POLICY

PRIDE Transitions 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 age 18 to possess/use tobacco. Regardless of age, any PRIDE Transitions students in violation of the policy will be subject to school consequences. 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

It is recommended that all students use school transportation.

Students granted permission to drive a vehicle to school agree to abide by the following regulations:

- Follow all school rules listed and implied in the student handbook.
- Conform to all state and local driving laws and regulations.
- Consent to a complete search of the vehicle for any reason.
- Park correctly in the parking area.
- Obey speed limits (15 mph limit in the parking lots).
- Violations may result in, but are not limited to, the following measures: parking/driving permit suspended or canceled, 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, the 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.

DETENTION

Students may be assigned detention during or outside of regular school hours for infractions of school rules or disruptive behavior.

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, Minnesota State Law will govern all procedures. Students may be suspended from school for any of the following reasons:

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. Students, and parent(s)/guardian(s) of students, who are suspended from school, may be required to meet with an administrator to develop a readmission plan that includes steps for improving student behavior.

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 case manager 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. Annually, school staff work with local police, fire and EMS to develop plans for a variety of emergency situations. In addition to planning, we have a school resource officer who proactively works with students and parents to identify any possible safety problems. There are AEDs spread throughout the building. The community Safe Schools Committee meets each month to discuss safety issues such as traffic, drinking, drugs, probation, transportation, bomb threats, tornadoes, etc. The issue of student safety is taken seriously at PRIDE Transitions. Current practices will be continuously reviewed and improved.

Potential safety hazards exist for students in the following areas:

1. Evacuation - In accordance with state law, periodic evacuation drills will be held during the school year.

2. Threat and Intruder - Staff work with law enforcement annually to plan for possible threat situations. Students will practice related safety drills throughout the school year.

3. Student Awareness - Students are encouraged to notify an adult if they are aware of any school safety concerns. A student health and safety hotline is publicized on the hallway monitors. It is the responsibility of all members of the BHS community to make administration aware of any health and safety concerns.

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, and 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 on school grounds, on the school bus or at 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. In accordance with state laws, BHS will conduct at least one active shooter (lockdown) drill with students. This training will include parental notification, voluntary opt-out of participation, and follow-up debriefing with students. Please see BHS communication for more information regarding dates and opt-out processes. Additionally, students are encouraged to “say something if you see something” that is a potential threat to student, staff, or visitor health and safety. 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 of 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 a sheet saying that they know, understand, and will abide by these policies. Computers at PRIDE Transitions 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 524 (Acceptable Use). Parents who wish to have their student opt out of Google Apps may contact the Director of Special Services, Amy Ernst.

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>

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.shtm>

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>

TITLE IX

Title IX is a federal law that prohibits discrimination on the basis of sex by any education program or activity receiving federal funding. 20 U.S.C. § 1681(a). Title IX applies to students and employees in “any academic, extracurricular, research, occupational training, or other education program or activity.” 34 C.F.R. § 106.31(a). Additional information regarding Title IX, including copies of district policies, grievance procedures, and a Harassment/Violence/Bullying report form can be found at <https://www.bhmschools.org/title-ix-information>

Title IX Coordinator
Amy Ernst
Director of Special Services
214 1st Ave. NE
Buffalo, MN 55313
763.682.8721
aernst@bhmschools.org

Human Rights Officer
Evan Ronken
Director of Human Resources
214 1st Ave. NE
Buffalo, MN 55313
763.682.8713
eronken@bhmschools.org

EQUAL EDUCATIONAL OPPORTUNITY

BHM Schools is committed to providing an equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. BHM Schools will investigate allegations of discrimination and will take appropriate follow-up action, which may include disciplinary action. The School Board has adopted a supplement to Board Policy 102 outlining the rights of students, including transgender and gender non-conforming students, with respect to bathroom and locker room access, participation in extracurricular events and activities, and the use of preferred names and pronouns. Board Policy 102 and its supplement are publicly available on the District’s website. BHM Schools offers resources for students who are in need of support. Students and parents are strongly encouraged to speak with a principal or school counselor if they would like more information about resources available through the school district or if they have questions about how to formally report a complaint or concern.

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 harassment or violence. Any malicious or sadistic conduct, defined in the section below, based on race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity is strictly prohibited by BHM School policy, MN State Statute, and Federal

protections under Title IX. 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 harassment based on race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity. These forms are available in the front office.

MALICIOUS AND SADISTIC CONDUCT (MN Statute § 121A.0312)

(a) For purposes of this section, "malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

(b) A school board of a district or charter school must adopt a written policy to address malicious and sadistic conduct and sexual exploitation by a district or school staff member, independent contractor, or student enrolled in a public school against a staff member, independent contractor, or student that occurs as described in section 121A.031, subdivision 1, paragraph (a). The policy must prohibit: (1) malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity, as defined in chapter 363A; and (2) sexual exploitation.

PUBLICATION

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

MEDIA COMMUNICATION

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 child's photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator, Paul Downer by email at pdowner@bhmschools.org.

PUBLIC NOTICE

Buffalo-Hanover-Montrose ISD 877 gives notice to the parents or guardians of currently enrolled students regarding student surveys. Periodically, Buffalo-Hanover-Montrose Schools will use survey tools to gather a variety of information regarding student progress. Students and parents can find information regarding these policies and practices in the School Board adopted policy #520, which can be found on the district website at: bhmschools.org/policies

RELEASE OF STUDENT DIRECTORY INFORMATION

2026 - 2027 Release of Student Data for Buffalo-Hanover-Montrose Schools

*According to the Minnesota Data Practices Act and the federal Family Educational Right and Privacy Act (FERP A), student directory information is public unless a parent requests that the information not be released. Parents who **do not want their child's data released for the year***

must use this form to notify their child's school, before the start of the school year. If you have questions, you may contact the school your child attends.

1. Student Directory Information

Parents may choose to opt out of the release of student directory information. The primary purpose of directory information is to allow BHM to include this type of information in certain school publications. Examples include, but are not limited to:

- Playbills showing your student's role in a drama production
- Yearbook and other photos
- Honor roll or other recognition lists
- Graduation programs
- Sports/activity programs
- District-sponsored social media and local newspapers

Student Directory Information Includes

- Name
- Date and place of birth
- Major field of study
- Grade level completed
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous education agency or institution added
- Enrollment Status (*i.e. Full-Time or Part-Time*)
- Participation in officially recognized activities and sports

2. Military/Post Secondary Educational Institution Recruitment (Grades 9-12 ONLY). Each year the military and post secondary institution asks high schools to provide name addresses, phone numbers and emails of students in grades 9-12 for recruitment purposes. They provide information to students about education and career opportunities.

Release of Student Data Opt Out for the 2026 - 2027 School Year

A parent/guardian must complete and return this form ONLY if they choose to Opt Out of any of the categories outlined above. This form must be completed for each child you wish to opt out of any section and returned to the school he/she will attend for that school year. If you need additional forms, you can make a copy or contact your child's school. It is understood that if the form is not completed, you are accepting the district's policy of the dissemination of student information.

Students Name (*Please Print Clearly*): _____

School Attending: _____ Grade: _____

____ I choose to opt out of **ALL** Student Directory Information.

____ I choose to opt out of Military Recruitment/Post Secondary Educational Institution Recruitment (**Applies Grades 9-12 ONLY**).

Parent/Guardian Name (*Please Print*): _____

Parent/Guardian Signature: _____ Date: _____

If you choose to Opt Out, please return this form to your child's school of attendance for the 2026-27 school year.

Activities

The PRIDE Transitions program is designed to support students as they transition from high school to adult life. Students who are no longer participating in Buffalo High School programming, or who have participated in the Buffalo High School graduation ceremony, are not eligible to participate in Buffalo High School student activities. Instead, students are encouraged to engage in community-based activities, employment, recreation, and volunteer opportunities that promote independence, belonging, and meaningful participation in their communities.

Some activity ideas to consider seeking active involvement may be:

1. Community Education activities/classes
2. Opening Doors
3. Visit the local library and take advantage of all the materials available to the public.
4. Go for a walk in a local park.
5. Open Swimming Events
6. Open Skating at the Buffalo Civic Center
7. Open Gym activities throughout the district (information can usually be found in the most recent Community Education catalog)
8. Activities/Events that PRIDE Transitions staff will inform students about during announcements and/or forward to parents/guardians via emails.
9. 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.
10. Community sponsored *Concert in the Park* events, as long as the concerts continue to be scheduled.
11. Volunteer for an organization!!
12. Plan a get-together with a friend.
13. Be creative.....use our community!

