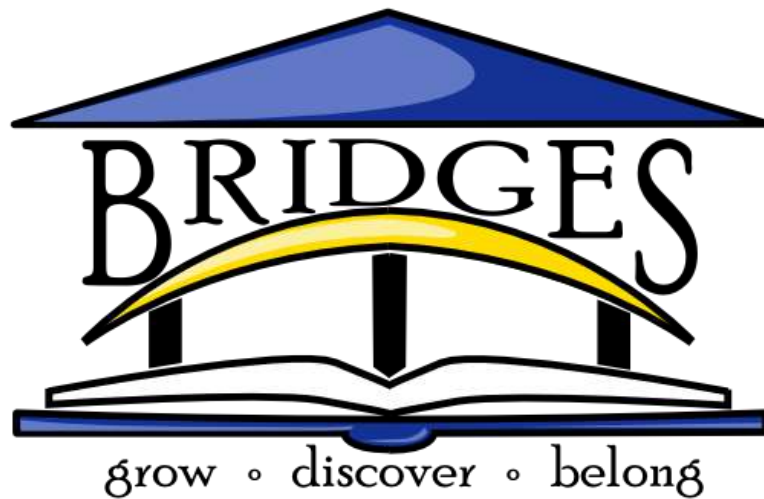


BRIDGES AREA LEARNING CENTER STUDENT HANDBOOK



**BRIDGES AREA LEARNING CENTER
15875 Franklin Trail SE, Suite # 108
Prior Lake, MN 55372
952-226-0840**

Bridges Area Learning Center (BALC) is a personalized, alternative high school program designed to meet the needs of students who, for a variety of reasons, are not successful in the traditional school setting. Bridges was created in 2009 to meet the needs of a changing student population.

Our mission is to help at-risk youth make successful progress towards acquiring their high school diploma leading to gainful employment and/or post-secondary education.

Admission Procedure

Referrals for enrollment in the BALC may come from a principal, a counselor, a student or his/her parent or guardian. Referrals should be directed to the ALC Coordinator who will evaluate the student for admission. After completion of an interview, a Continual Learning Plan will be developed.

****Students admitted are considered a Bridges student and will not be allowed to enter Prior Lake High School without an appointment unless they have scheduled classes. If students enter the school during student contact hours they will be considered trespassing and be subject to consequences.****

Admission of Non-Resident Students

Prior Lake – Savage Area School District #719 is an open enrollment school district. Students who wish to attend classes at BALC must follow the same admission procedure as local residents.

Neighboring School Districts

Students may make special arrangements with their home district to complete their diploma instead of earning a Prior Lake High School diploma. Students need to contact the counselor from their home district and make these arrangements themselves. The ALC will send transcripts to other districts as requested.

BALC Students

Students who enroll into the BALC program have and are experiencing difficulty with some of the following life issues:

- Teenage parenthood
- Older than other students (ages 16 – 20)
- Financial responsibilities
- School Attendance
- Childcare responsibilities
- Alienation
- Academics/need additional credits to graduate

BRIDGES AREA LEARNING CENTER STAFF

<u>Name</u>	<u>Phone Number</u>	<u>Position</u>	<u>Email</u>
David Brown	952-226-0846	ALC Coordinator	dbrown@priorlake-savage.k12.mn.us
Denise Schmidt	952-226-0845	Secretary	dschmidt@priorlake-savage.k12.mn.us
David Lawson	952-226-0848	Teacher	dlawson@priorlake-savage.k12.mn.us
Andrew Martin	952-226-0844	Teacher	amartin@priorlake-savage.k12.mn.us
Melissa Olson	952-226-0841	Teacher	meolson@priorlake-savage.k12.mn.us
Candice Jenkins	952-226-0843	Teacher	cjenkins@priorlake-savage.k12.mn.us
Chris Nelson	952-226-0842	Teacher	cnelson@priorlake-savage.k12.mn.us
Alexius Serefeas	952-226-0851	Teacher	aserefeas@priorlake-savage.k12.mn.us
Kevin Wagner	952-226-0849	Social Worker	kwagner@priorlake-savage.k12.mn.us
Ann Collins	952-226-0847	Chemical Counselor	acollins@priorlake-savage.k12.mn.us
Erik Elsberry	952-226-0840	Therapist	eelsberry@co.scott.mn.us
Cory Callahan	952-226-0840	Paraprofessional	ccallahan@priorlake-savage.k12.mn.us
Jenny Witt	952-226-0855	Counselor	jwitt@priorlake-savage.k12.mn.us

BALC CODE OF CONDUCT

Schedule

Classes run Monday through Friday from 8:20 until 2:50. Our in-school sessions follow Prior Lake High Schools class days. Any days off or shortened days that PLHS has, Bridges ALC also has. Our daily schedule is noted below:

Period 1	8:20 – 9:20
Period 2	9:20– 10:00
Period 3	10:00 – 11:10
Period 4	11:10 – 11:50
LUNCH	11:50 – 12:20
Period 5	12:20 – 1:10
Period 6	1:10 – 2:00
Period 7	2:00 – 2:50

Certain days of the month will be designated as JUMP DAYS and may be used as 'make-up' days. These days will not have structured classes and students will not be expected to attend unless assigned. Students can use the JUMP DAYS to make up lost time in a class due to absenteeism, receive extra help or additional help, work on PLATO classes or satisfy various expectations that may be needed.

Attendance

Students are expected to be in class at all times. Absenteeism disrupts the continuity of learning. According to Minnesota laws and statutes, students are expected to be in school until they are 17 years of age. If students are not in school or incurs multiple unexcused absences they will be subject to truancy proceedings for violating state laws regarding compulsory school attendance. To that end the school will use the following for our attendance policy:

- 3 to 5 unexcused absences = notification from school regarding truancy and the start of a school support plan for improved attendance
- 7 Absences (excused or unexcused) = Loss of Credit for that class unless time is made up on a Work Friday day to reduce the absences below seven (7).

An absence is defined as any reason a student is not in class. If a student will not be in school, will arrive late to school or leave school early, then the parent or guardian will need to call the secretary (952-226-0840) to report the location of the individual. The school will then determine if the absence is 'excused'.

If a student is removed from a class or does not attend a class the student may be dismissed for the remainder of the day.

A student may make-up time to get credit back for time lost in class due to absenteeism. **Making up time will only apply to the school attendance policy of being able to earn the class credit not truancy.** The following are ways that time will be awarded back to a student:

- Spending time in school during JUMP DAYS
- Staying after school working with a teacher on material germane to the class. The student must have pre-approval from the teacher the day before the student intends to stay after school.

Tardiness to class disrupts the learning process for both the individual and the class the student interrupts while coming in late. To that end, students that are not in class on time and miss minutes due to tardiness will be subject to the following policy:

- 3 tardies = 1 absence
- If a student is more than 10 minutes late arriving to class they will be marked absent

Truancy

Pursuant to Minnesota law, a child who misses three full days of elementary school or three or more periods on three days in middle, junior high or high school, without a valid excuse is considered a "continuing truant."

In Minnesota, the parent/guardian of a child is obligated to compel a child to attend school or face criminal prosecutions under Minn. Stat. § 120A.34

(Compulsory Attendance Statute). The criminal penalty is a petty misdemeanor.

If truancy continues, parent/guardian and student may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C; and, the child may be subject to suspension, restriction, or delay of the child's driving privileges pursuant to Minn.Stat. § 260C.201.

Entering & Leaving

Bridges Area Learning Center is a closed campus other than lunch time. Open campus lunch is a privilege. Students who are in 9th grade, or students who have lost privileges, will be denied open campus. **Once classes have started for the day a student may not leave the building without permission.** If a student chooses to leave the building without permission, that individual is considered truant, and may not be allowed to return. Bridges ALC will not be held responsible for transportation needed for a student that has left without permission and is not allowed back into the building.

Tobacco, Alcohol & drugs

Use or possession of substances such as tobacco, alcohol, illegal drugs or paraphernalia associated with substance use is against the law and is strictly prohibited on school grounds (defined as 300 feet from the school building) and during school activities.

Staff will administer prescription medications to students if the medication is sent to school with signed parent permission, and is in the original container with the student's name, dosage and doctor information on the label. All medications will be secured and staff will maintain a record of medications administered during the school day.

Over the counter medications (such as Tylenol or Advil) will be administered if the staff has signed parent permission.

In the event that there is a violation of this policy the following will be employed:

Tobacco – student will be asked to leave for the remainder of the day. Student may be suspended for an additional day. Students that violate this policy repeatedly will receive additional suspension and possible citations from law enforcement.

Alcohol, illegal drugs or associated paraphernalia – minimum 3 days suspension with possible citation from law enforcement.

Technology

A significant amount of education at Bridges Area Learning Center is delivered through computers and tablets. While using school technology, students are expected to adhere to the district technology acceptable usage policy. Proper

behavior as it relates to the use of technology is not different than proper behavior in all other classes or school activities. All users are expected to use the technology in a responsible, ethical and polite manner. Students are subject to disciplinary actions, including taking away computer privileges or possible referral to law enforcement if they violate the district computer usage policy. Computer Lab expectations are as follows:

1. Students will receive only one warning if they are not active in their class. And/or, they may be asked to go offline and complete an assignment for the class.
2. Students should have headphones for the computers.

Additionally, students should include the following:

PLATO classes students are enrolled in are expected to complete a MINIMUM of 30 minutes per day. Students are expected to work for the majority of the class period. The minimum thirty minutes is expected to be active time progressing through the class.

Cell phones and personal electronic devices disrupt and detract from the educational process and are not allowed in the classrooms during instructional time unless with permission from the teacher to be used for educational purposes. Having electronic devices in the building is a privilege not a right of the student. Students that abuse the privilege will have that taken away. The following policy will be employed daily.

- Cell phone used in class without permission = student warned.
- 2nd occurrence = confiscated and given to the dean until the end of the day. Loss of open campus for 1 week.
- 3rd occurrence = Parent/guardian called and can pick up the cell phone. Loss of open campus for 3 weeks.
- 4th and subsequent occurrences = no personal electronic devices allowed during school hours for the remainder of the quarter with suspension occurring if violated.

Appropriate Dress

At school, students are expected to wear clothing that is not distracting or offensive to others. Students are expected to come to school dressed in clean clothes appropriate for the weather. Clothing with offensive language or pictures, promotion of drug or alcohol use, advertises of tobacco or alcohol is not allowed. Clothing must, at a minimum, completely cover the belly, breasts, buttocks and under garments of the student. No strapless shirts are allowed. Shorts must be worn so it is longer than the arm of the student completely extended downward. Shoes and shirts must be worn at all times. Violation of this policy will result in the following:

- Warning to the student with opportunity to change

- If not changed student will be required to leave for the day

Privacy

If there is a reasonable suspicion that a student is in violation of school policies or will shortly violate policies, that student may be searched. Additionally, lockers or cars parked on school property may be searched in the event that there is reasonable suspicion that a violation of policy has occurred or will occur shortly.

Possession of Weapons or weapon Like objects

Bridges Area Learning Center has a zero tolerance policy for any weapon or object that is used in a threatening manner. If a student has a weapon or weapon like object it will be confiscated, the student will be subject to both disciplinary and legal action.

Threats and Physical Aggression

Threats are taken seriously by Bridges Area Learning Center. A threat can be spoken, written, transmitted electronically and be associated with physical aggression. Threats will be addressed by staff and may be referred to law enforcement. In the case of a threat or physical aggression, parents will be notified and the student will receive the appropriate consequences. In addition, law enforcement will be notified.

Behavior

Appropriate and respectful behavior is expected at all times while a student is at Bridges Area Learning Center. If a student's behavior is disrespectful or insubordinate the student may be asked to leave for the day. Additional consequences may result depending on the situation. If a student is exhibiting behavior and is not responding to staff member asking to discontinue that student may be asked to leave for the day. Bullying in any form - verbal, written or through electronic means, will not be tolerated and may result in school consequences. Treat others as you would like to be treated.

Contracts & Matrix

If a student is experiencing difficulty with attendance, behavior or academic progress they may be placed on a contract that identifies specific areas of improvement needed and consequences if further issues occur or improvement is not met.

Additionally, students may be placed on a matrix to help successfully deal with a problematic issue. Three colors are given to each student indicating their status in the matrix: green (no real issues of concern), yellow (issue identified and heightened staff awareness and watchfulness with a contract usually employed to help successfully discontinue the issue), red (persistent or significant issue which if continues or occurs again may result in their removal from the program).

This is a fluid system that can change depending on what types of behaviors are exhibited by the students. And, privileges can be removed and consequences occur for being on the system.

Open Lunch

A student that has been granted this privilege may leave the building during breaks and lunch. Students are not allowed to drive during any point of the day. If a student leaves school in a car they may not return unless given specific permission to do so by the Dean of Students. This privilege will be removed if the student begins to encounter issues with attendance, grades or their behavior. Additionally, if they abuse this privilege by behaving inappropriately during their time away, being tardy with their return or returning under the influence open lunch will be removed in addition to further school and/or legal consequences taking affect. Open lunch only applies to 10th grade and older students. Ninth grade students will not be allowed to leave during the school day.