Parent Handbook 2026-2027

Early Childhood Family Education, School Readiness Preschool and Early Childhood Special Education

Early Childhood Family Education
BUFFALO HANOVER MONTROSE SCHOOLS

763.682.8780 or 763.682.8770
bhmschools.org/early-childhood-family-education

Early Childhood Special Education
BUFFALO HANOVER MONTROSE SCHOOLS

763.682.8715
bhmschools.org/special-services

The place to dream, believe and achieve!

BHM SCHOOLS
Buffalo Hanover Montrose

Welcome to ECFE parent/child classes, Early Childhood Special Education, and School Readiness!

- Parent/Child Classes-for parents and children birth to 5 years
- Parent Only Discussion Groups
- Parent Coaching with Early Childhood Parent Educators
- Special Events
- ECFE Subscription Boxes
- Resource and Referrals for families
- Early Childhood Screening
- Little Bison Preschool for children 2.5-3.5 years of age
- Bison Preschool for 3 and 4 year old children
- Bison Preschool for 4 and 5 year old children
- Bison Preschool Full Day
- Bison Preschool Explore Nature Preschool
- Talk and Play Preschool
- Preschool Readiness

General Information

Abuse/Neglect Reporting
Staff members and volunteers are required by state law to report instances of observed or suspected child abuse or neglect. State Statute 626.556.

Affirmative Action
The Buffalo-Hanover-Montrose Schools Community Education Department complies with all Federal and State laws prohibiting discrimination. Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to ECFE or ECSE staff

Animals In School Setting
The purpose of the district policy is to coordinate a district-wide effort to improve indoor air quality by eliminating pets not directly used as part of the required District curriculum thus reducing the presence of animal allergens in the classroom. Animals may be used as an educational tool, when and where appropriate. However, alternative teaching methods should be utilized whenever possible. Animals will be prohibited from being brought into schools for any non-instructional purpose. A "Request for Animals in the Building" form must be submitted to, and authorized by, the building administrator prior to any animal being brought into the school setting.

Chronic and Potentially Life-Threatening Conditions

When a student has a diagnosed chronic condition (i.e. asthma, diabetes, seizures, heart condition or severe allergies) it is necessary for parents to provide information on the health and emergency information form before beginning class. If appropriate, students will receive a medical management plan stating what steps typically will be taken if an emergency situation occurs. This plan will be developed in collaboration with the school nurse, physician, parent and child. Student health information will be shared with appropriate school personnel with respect to confidentiality.

Cell Phones

Please turn off cell phones during class.

Children Served by Early Intervention (Early Childhood Special Education (ECSE)

ECFE staff request that parents of children being served by Special Education inform ECFE of their children's needs. Parents may be asked to sign a release for ECFE Staff to consult with ECSE staff, in an effort to best serve the educational needs of the child. Please refer to the Early Childhood Special Education (ECSE) section on page 5 for more information about ECSE services.

Confidentiality

Confidentiality is very important. While attending class or volunteering, you may observe, read or hear things about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or ECFE Coordinator. All information about student abilities, behavior, relationships, or background is confidential. We depend on our parents and volunteers to maintain confidentiality of our students, staff and volunteers.

Custody/Communication Information

ECFE/preschool teachers recognize that preschool children may live with one parent or guardian, possibly at more than one address. The following policy is an attempt to assist ECFE/preschool and parents in communication with each other under these circumstances.

Until a parent or guardian presents the teacher with an *official* document of custody, communications will be sent home with the child or to the address of the child's residence. Unless the teacher receives and verifies official notification that a court order exists to prohibit such actions, the non-custodial parent or guardian may:

- receive, upon request, copies of any and all communications from the school about the student;
- receive, upon request, information about the student's health, attendance or school progress;
- attend, upon request, a school-scheduled conference to review the child's program.

A copy of the court order will be kept on file.

If information is requested for child custody issues, generally, ECFE teachers are allowed to only report attendance.

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 at the following link (https://docs.google.com/spreadsheets/d/1wRNrEAQFh-ZGte33B2X1tdmxuddOReIXn3-LQ6p84TM/edit?usp=sharing). 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 teacher or Principal for additional information regarding specific digital tools used in classrooms.

Early Childhood Screening

Early Childhood Screening is mandated by Minnesota State Law within 90 days of beginning preschool and prior to your child entering Kindergarten. The intent of this law is to see that all children are healthy and ready for learning by preschool age. The screening also helps you learn more about how your child is doing developmentally. Your child will be screened for speech, vision, hearing, height and weight as well as general development. In addition your child's health history will be reviewed. Families whose names are on the school census will be contacted when their child reaches 3 years of age. Screening in the Buffalo-Hanover-Montrose Schools is held at three sites. Records from screening in another district should be transferred to our Early Childhood Family Education Department. If you are new to this district, call 763.682.8737 to be listed on the census.

ECFE Mission and Goals

The goal of ECFE is to enhance the ability of all parents/guardians and other family members to provide the best possible environment for their child's learning and growth.
Buffalo-Hanover-Montrose ECFE and School Readiness Preschool programs provide an opportunity for both child and parent learning and growth, across developmental domains.
For a full description of these services see the current Community Education Catalog, the ECFE Newsletter or go online at **bhmschools.org.** or Facebook: **BHM Schools Early Childhood Family Education**

ECFE Parent Advisory Council

The ECFE Parent Advisory Council invites parents to participate in special events, fundraising, and provide programming input. The meetings take place in person and virtually four to six times per year on a day/time agreed upon by the members of the ECFE Parent Advisory Council.

Purpose

- To provide input regarding BHM early childhood programs and services
- Raise funds for the ECFE and School Readiness programs
- Inform parents, legislators, and community members about early childhood education, school district issues and community concerns that affect children and families

Note: Advisory Council members receive a 10% discount on fees on ECFE classes. Please contact the ECFE Office at 763-682-8780, with any questions or if you are interested in joining.

Early Childhood Special Education (ECSE)

Our Early Childhood Special Education (ECSE) program provides support and services to infants, toddlers, and preschool children with disabilities and their families. Early intervention at these ages has a significant positive impact on learning.

ECSE Mission

The mission of Buffalo Hanover Montrose Schools Early Childhood Special Education program is to identify children that demonstrate a need for early intervention special education services. We establish a partnership that respects the family as the primary teacher, employing a variety of program options to best serve the needs of the child and family.

ECSE Philosophy

We believe that you are your child's first and most important teacher, and that follow-through at home during your regular routines will increase a child's success.
We believe that when children are young, intervention makes the most impact on development.
We believe that all children and families are unique in their strengths, needs, and values.
We believe that with families and staff working together, we make up an important educational partnership that focuses on your child's needs and encourages their successes.
We believe that children learn from their peers and that services should be provided in the most natural environment.

ECSE Overview

Our programs provide services to children ages birth through age 2 years and 11 months who show delays in one developmental area, and children ages 3 through 6 who show delays in two or more areas of development. Children in the ECSE program have received an educational evaluation to determine eligibility based on state criteria. Parents/guardians and staff work together to develop an education plan based on the child's strengths and needs. This plan may include supports and services provided by one or more of the following:

- Audiologist
- Developmental Adaptive Physical Education
- Early Childhood Special Education Teacher
- Occupational Therapist
- Psychologist
- Public Health Nurse
- Speech/Language Therapist
- Teacher of the Deaf and Hard of Hearing
- Teacher of the Visually Impaired
- Social Worker

Individualized Education Plan(IEP)/Individualized Family Service Plan(IFSP) Team

When eligibility is determined, the IEP/IFSP team will develop an Individualized Education Plan (IEP)/ Individualized Family Service Plan (IFSP) to guide your child's program planning. Team members will include your service coordinator/case manager, appropriate service providers, and county service providers. You are an essential member of this team and you are welcome to bring along other people that are important in your child's life.It is important to us that you feel comfortable at team meetings and are empowered to advocate for your child's needs.

ECSE Services

ECSE services support children in a variety of settings. Your child's IEP/IFSP team will meet to consider the most appropriate setting for your child.

- Birth to three services are home- and childcare-based, the most natural settings for learning. Our home based service model supports parents and care-givers to find ways to teach their child developmental skills during everyday activities and routines such as mealtimes, bedtime, and bathtime. The frequency of home visits is based on your child's needs and determined at your child's IEP/IFSP meeting. Home visits will be scheduled during mutually agreed upon times that fall within the school day. Staff will also assist families to connect to community services and programs. The team can work with your child on-site if that is most appropriate for your child and family.
- 3-5 services support children in school based and community based programs. Services are individualized and based on your child's needs. Placement and program decisions are determined by your child's IEP/IFSP team. The team will consider the most natural setting for your child to make progress on his/her goals and objectives while considering their least restrictive environment.

Bison Buddies classes are offered 2-3 mornings or afternoons per week for ages 3-5, in center-based preschool classroom with minimal inclusion to help young children with communication, interaction needs, classroom routines, and building peer relationships.

-Preschool Classes (Early Childhood Family Education) are an inclusive setting with special education services provided in the classroom. The team may consider services in a separate setting during the preschool class, based on your child's needs. Schedule options may vary and are based on your child's needs. Teams may consider a Side by Side class option; a class that focuses on pre-teaching of the ECFE curriculum in a center-based classroom.

-Head start classes provide an inclusive setting with special education services provided on-site at the Head start location. Services will be determined by the IEP team and based on your child's needs. This setting is for children who qualify under the Head Start criteria.

-Community Childcare settings can be considered if that is most appropriate for your child and family. The team can work with your child at the childcare site.

ECSE Home Visit Information

Please have sidewalks and driveways clear and free of snow to prevent slipping and falling.
Please have any outside dogs kenneled and inside pets kenneled or in another area prior to staff arriving.

To support the services provided to your child, please reduce background noise including turning off the television/radio.

The parent/guardian role during a home visit is essential to the support of your child. You are your child's primary teacher and the information shared during the home visit will provide you with information to use strategies during daily routines to support the development of your child.

ECSE School Calendar

Your child's case manager will provide you with information specific to your child's program.

ECSE Summer Services and Extended School Year

Birth to three services are year round services and determined by your IFSP team. Children ages 3-5 may be eligible for Extended School Year. Your child's IEP team will review data to determine eligibility based on state criteria.

ECSE Special Transportation

Students receiving Special Education and Related Services may be eligible for special transportation provided through the school district. Your child must be transported within the Buffalo Hanover Montrose transportation boundaries. It is the parent/caregiver responsibility to bring your child to the bus and to meet the bus during drop off. The bus driver will secure your child in his/her seat and will take them out upon arrival to the school. ECSE staff will meet the bus when transitioning a student into the school and during the transition back to the bus for the ride home. Parents/guardians are required to follow the Special Transportation Guidelines. These guidelines will be sent to you from the Transportation office. Please have your child ready 5 minutes prior to your designated pick up time. If you need to connect with the Transportation office, you can reach them at 763.682.3232.

Emergency Information Changes

Please call and let the ECFE office know when you have changes in phone numbers, work location, daycare providers and/or emergency contact persons so that you can be reached quickly in the event of an emergency.

Evaluations

ECFE and school readiness classes offer parents an opportunity to complete a class evaluation. ECFE staff members and administrators rely upon parent input to create a menu of class options that best fit the needs of families.

Fee/Scholarships

No individual or family will be excluded from participating in the ECFE program because of inability to pay. The parent/child ECFE classes have a sliding fee scale. Little Bison Preschool and Bison Preschool have annual fees and the choice of one payment or 9 payments. The Little Bison Preschool and Bison Preschool classes have financial assistance options available. If you are having financial difficulty contact the ECFE Coordinator, by calling 763-682-8780 to discuss tuition support.

Fire, Severe Weather and Safety Emergency Procedures

In order to be prepared for a building emergency:

- Preschool and ECFE classes will participate in fire drills, tornado drills, lock down and safety procedures as planned by the school building.
- Exit maps are posted in parent education and children's rooms by the exits.
- Staff in each area will escort children out of the building. The staff will be responsible for the evacuation and will make sure each child is accounted for.
- During a tornado, the building occupants will go to designated shelters as posted.
- During a lockdown, staff and children go to nearest secure room or location

Health and Emergency Information Form

For classes where the parents are not onsite, students receive a health and emergency information form. This form provides the necessary contact information for the Health Office to reach parents. It is the parents' responsibility to update and return this form before class or during the first week of class.

Illness and Accident Procedures

1. If a child becomes ill at school the parent or emergency contact person will be called to take the child home. Please keep your child home if she/he has had the following symptoms within the last 24 hours or appears too ill to participate in class:
    - fever over 100 degrees (before medication)
    - vomiting/diarrhea
    - excessive coughing (especially with whooping sound)
    - untreated ear infection
    - strep throat
    - head lice until treated
    - undiagnosed eye infections
    - chicken pox
    - other communicable diseases (ex., impetigo, hepatitis A, pink eye, etc.)

2. Antibiotic treatment for bacterial infections must be given for 24 hours **before** returning.

3. Please contact the ECFE office if your child is confirmed with a communicable illness. This allows staff to monitor others for symptoms as well as tracking reportable communicable illness. In some

instances, families will be notified of a confirmed communicable illness while respecting the privacy of all students.

4. In case of minor injury staff will give first aid and contact the parent. Please be sure your emergency contact information is up to date.

5. If the emergency is more serious, staff will call 911; call you and/or the contacts you have indicated on your registration materials.

6. Please call ECFE at 763.682.8780 if your child will not attend class due to illness. If you or anyone in your home is ill or you are not going to be home for a scheduled home visit, please contact your child's case manager/service provider. If your child receives special transportation, please contact the transportation company at 763.682.3232.

Immunizations

For each child enrolled in a class or in sibling care we must have a completed Registration form and an Immunization status form on file. Minnesota Statutes 1980, sec. 123. 70, requires that all children enrolled in a Minnesota Education program be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib and Hepatitis, pneumonia and varicella. Parents can choose an immunization exemption for their child. Please contact the ECFE Office at 763.682.8780 for the immunization exemption form.

Inclement Weather or other Emergency Closures

Late Start**:** If the school district announces a late start, all (AM) ECFE and Preschool classes beginning before 9:45 am classes will be canceled. Classes with a 9:45 a.m. start time or later will be held as scheduled.

ECFE will not make up snow/inclement weather days. No refunds will be given due to inclement weather.

Latex

All latex balloons, band aides, gloves, and other latex products are prohibited in any school building due to health and safety reasons. Mylar balloons are allowed.

Medications

The MN Departments of Health and Education have legislation regarding medications being administered in school.

Before *prescription medication* can be given at school, the health office must have:

- Written permission from physician and parent indicating medication, dose, frequency, side effects and termination date.
- Medication in **original bottle** with correct student name and medication instructions

Before *over the counter medications* (Tylenol, Ibuprofen etc.) can be given at school, the health office must have:

- Parent signature indicating medication, dose, frequency of medication and why the medication is needed.

- Medication in **original container** with label that includes instruction for appropriate dosage. *Medications transported in baggies, envelopes, etc. will not be accepted.*

MN School Dangerous Weapon Law

Bringing a dangerous weapon on school property is a violation of Minnesota law. This is any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. School property includes on a school bus, in a school building, in a private vehicle on school property, or on a school-sponsored trip. Parents please remember this when attending classes and/or entering school property. Children are discouraged from bringing toy weapons to school; these toys will not be allowed in the classroom.

MN Restraint Seclusion Law

In accordance with Minnesota Statute 1125A.0942, Subd. 1, BHM School District has a public plan that discloses its use of restrictive procedures. This plan specifically outlines the list of restrictive procedures that the school intends to use; how the district will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee; and a written description and documentation of the training and staff that have completed the training. A copy of this plan is available upon request at each school principal's office.

Potassium Iodide

The Department of Homeland Security has recommended that facilities within a 10 mile radius of a nuclear power plant have potassium iodide (KI) available to all people in the event of a nuclear incident. Permission to administer KI is on the emergency/health form. No KI will be administered without the written consent of the parent/guardian.

Program Evaluations

Parents will have the opportunity to evaluate their child's preschool experience at least once a year.

Pyramid Model

National Center for Pyramid Model Innovations *ChallengingBehavior.org*

Research has shown that the skills your child needs to be successful in the future are social and emotional skills! The more socially skilled children are, the more likely they are to succeed in school. Because this is so important for your child, we are using the Pyramid Model in our program.The Pyramid Model is a framework for supporting the social and emotional development of our children. The goal of the Pyramid Model is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those who are struggling receive individual support. To use the Pyramid Model, our program established a leadership team that will provide ongoing support to our staff and families. Our leadership team looks forward to sharing some of the important work we are doing, including teaching program-wide expectations, partnering with families, training staff in teaching strategies, providing classroom coaching to help teachers implement, and using data for decision-making. Stay tuned for ongoing updates about the Pyramid Model in our program.

Little Bison Preschool

Little Bison Preschool is for children ages 2.5-3.5 years old and their parents. Children attend a weekly session, while parents participate in parent discussion groups throughout the program year. The focus of Little Bison Preschool is to support learning and skill building in the social/emotional domain. A community of learners is built through intentional teaching and exploration, free play, circle time/group activities, hand washing/ self help and snack time routines. Your child will be encouraged to try a variety of developmentally appropriate activities throughout their day.

Bison Preschool

Bison Preschool is for children ages 3 to 5 years old to learn and strengthen skills across developmental domains. Bison Preschool supports the community of learners through intentional teaching and exploration, free play, circle time/group activities, hand washing/ self help and snack time routines. Your child will be encouraged to try a variety of developmentally appropriate activities throughout their day. Children with special needs participate in preschool through integrated preschool programming. We will encourage all children/families to respect the abilities and differences of all people. ECFE and Early Childhood Special Education (ECSE) staff will work together to meet the needs of all students.

Bison Preschool offers the following:

- An opportunity to complete Early Childhood Screening within 90 days, of the start of a child's preschool experience
- Orientation and open house offered before beginning of class start date
- Parent/teacher conferences
- Parent/teacher communication through the School Connect communication platform
- Creative Curriculum, Project Learning Tree (Nature-Based),Teaching Strategies Gold Assessment, MN Preschool Indicators of Progress, and The Pyramid Model are the foundation for curriculum and assessment
- State of MN Licensed Teachers
- 4 Star Quality Rating by MN Parent Aware

Referrals

If concerns regarding a child's development arise, ECFE teachers will document observations and discuss them with parent/guardian following the District referral policy. Parents must sign a release before a child is observed or assessed further by school or community professionals. Parents may request assessments by contacting Early Childhood Special Education at 763-682-8700.

Release of Student Data

According to the Minnesota Data Practices Act and the federal Family Educational Right and Privacy Act (FERPA), 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 2024-25 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. The 2024-25 Release of Student Data Opt Out is on page 16.

Student Guidance

Guidance techniques will be age appropriate and will include the following based on the Pyramid Model Framework and program-wide expectations:

- We are Kind, We are Responsible, We are Safe.
- Intentional modeling by the staff prosocial skills, problem solving skills and friendship skills.
- Support of prosocial behaviors by the teaching team and parents, through goal planning, parent coaching, resource sharing and referral.
- Providing a mechanism and plan for support in crisis situations developing a problem solving process for children with emerging challenges.
- Providing a system for identifying children who need a behavior support plan.

School Closing

Early Childhood programs will follow late start or school closings due to severe weather. These closures are announced on: ECFE and Community Education facebook pages, KRWC 1360 AM, WCCO 830 AM radio, school website at www.bhmschools.org , or TV channels 4, 5, 9, and 11.

Sign In/Out

You are required to sign in before you volunteer or visit. Stop in the school office immediately upon arrival each time you volunteer. Visitors/volunteers must wear a visitor/volunteer badge while in the building. Badges identify you to students, staff and other volunteers as a registered visitor/volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out when you leave the building.

Snack/Classroom Food

Families may be asked to donate snack items. Families who bring snacks to share in their classroom must follow the state law that all food should be wrapped and commercially prepared; no home-prepared food can be shared at school. Please let us know if your child has any known food allergies or is on a special diet.

The BHM School District has a Wellness Policy that is implemented throughout all BHM schools. The purpose of this policy is to 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.

Here are some important highlights of the policy:

- The school district will encourage and support healthy eating by students and engage in nutrition promotion.
- Students will be provided opportunities for physical activity during the school day.

- Celebrations and parties: The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Rewards and incentives: Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

Additional highlights for parents:

- Parents are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

Please reference the full BHM Wellness Policy 533, including additional wellness resources at: https://www.bhmschools.org/policies

Transportation and Pick-up Authorization

Parents are responsible for transporting their children to and from school. Please send a note when someone other than the parent is going to pick up your child or call ECFE at 763.682.8780 if an emergency arises during class time. Please remember to have them bring along a photo I.D. to share with staff. If there is someone who is NOT authorized to pick up your child we need to know this in writing. We need a copy of the restraining order/divorce decree if the non-authorized person is a biological parent. Due to tight schedules, please plan to arrive no more than 5 minutes prior to class time, stay with your child until the class opens and pick up your child promptly when class ends. When parents use car pools or local transportation, ex., Trailblazer, they are responsible for informing both Trailblazer and class teachers of changes, especially if a child will not be riding. Please do not drop off children unless there is a staff person available to receive your child.

Tobacco Free/Chemical Free

Smoking and use of tobacco products, alcohol, and chemicals are prohibited on school district property.

Toileting

All children who attend preschool classes are expected to handle their own toileting needs. Exceptions are made for children with Special Education services or children enrolled in the Little Bison Preschool program.

Visitors To ECFE Classes

Only registered children are allowed to attend ECFE parent child or preschool classes. Any significant adult in the life of the child is welcome to attend class in place of the parents.

Volunteers

Parents are welcomed to assist the teacher, share their interests or professions, or just come to observe in our ECFE classrooms. Parent participation is required for all preschool parents. Please arrange your visit with the teacher ahead of time. All school volunteers are required to have a criminal history background check completed before volunteering. Volunteers pay the fee for this check. See Volunteer Handbook for details. Please find other care for siblings when volunteering in ECFE classes to prevent distractions in the classroom. If that's not possible, talk to the teacher about volunteer projects that can be done at home.

Winter Clothing

In winter children need boots, snow pants, mittens, and hats to allow for spontaneous outdoor activities. Please label your child's clothing.

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.

Annual Notifications from Buildings & Grounds

Asbestos: Annual Notification of Availability of the Management Plan and Related Activities

ISD 877 has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the Principal's Office at each school site. Copies of the management plan are available from the District for a nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent survey was completed in June 2011. A comprehensive inspection is conducted every three years. The latest three-year inspection was completed in December 2008. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. Asbestos-containing floor tile and mastic were removed from Discovery, Parkside, Tatanka, and Hanover elementary schools during the summer of 2011. There are no current plans to remove the remaining asbestos unless its condition deteriorates or it becomes necessary due to renovation. If you have any questions or concerns, please address them to the District "Designated Person" for asbestos management, Director of Buildings and Grounds, at 763.682.8773.

Janet B. Johnson, Parents Right-To-Know Act, August 2003

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact John Heltunen at 763.682.8773.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

ISD 877 is continuing to work closely with its health and safety resources to comply with integrated pest management guidelines. If you have any questions or concerns, please address them to John Heltunen, Director of Buildings and Grounds.

Indoor Air Quality Management Plan

As an additional requirement by the Department of Education, ISD 877 has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walkthroughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html.
If you have any questions or concerns regarding indoor air quality, please contact the District's IAQ Coordinator.

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 a 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 Education

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Human Rights Officer

Evan Ronken

Director of Human Services

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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 (FERPA), 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.