

Rules and Discipline

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

[Battle Lake Student Attendance for Success Practice](#)

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*). [Bullying Report Form](#)

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/ School Office.

B. Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Use appropriate language.
4. Stay away from the street, road or highway when waiting for the bus.
5. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. No fighting, harassment, intimidation, or horseplay.
8. No use of alcohol, tobacco or drugs.

C. Rules on the Bus

1. Students will obey driver at all times.
 2. Remain seated facing forward while bus is in motion.
 3. Talk quietly and use appropriate language.
 3. Students will keep all parts of your body inside the bus.
 4. Keep arms, legs, and belongings to yourself and out of the aisle.
 5. No fighting, harassment, intimidation or horseplay.
 6. Do not throw any object.
 7. No eating, drinking, or use of alcohol, tobacco or drugs.
 8. Do not bring any weapons or dangerous objects on the bus.
- Do not damage the school bus.

D. Consequences

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. Elementary (K-6)

1st Offense - Warning.

2nd Offense - 3 school day suspension from riding the bus.

3rd Offense - 5 school day suspension from riding the bus.

4th Offense - 10 school day suspension from riding the bus/ meet with parent.

Further Offenses - Individually considered. Students may be suspended for longer periods of time, including remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12)

1st Offense - Warning.

2nd Offense - 5 school day suspension from riding the bus.

3rd Offense - 10 school day suspension from riding the bus.

4th Offense - 20 school day suspension from riding the bus/ meet with parent.

5th Offense - Suspended from riding the bus for the remainder of school year.

3. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

5. Notice

Students will be given a copy of school bus and bus stop rules (in the student handbooks) the first week of school. Rules are to be posted on each bus. Both rules and consequences will be periodically reviewed with students and driver.

6. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and Department of Public Safety will be informed.

7. Video Cameras

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Cell Phones

Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day. Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited. A personal electronic communication device may also be stored in student vehicles parked on school district property, provided that the device is not removed from the vehicle while on school district property. **Students' personal electronic communication devices shall not be carried on the student's person, including not in the student's pocket.** Students who need to make a call may request permission to use a telephone in the building office. If a student needs to leave class for any reason (restroom, etc) during instructional time, they must leave their phone with the teacher, in their locker, or in their backpack in the classroom until they return. If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- B. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- C. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- D. Apply discipline as provided under school district policies and as appropriate.
- E. Other (Administrative discretion).

*Student refusal to give up their phone is considered insubordination and will be treated as such according to the student handbook. Examples of consequences resulting from insubordination include, but are not limited to: detention, ISS, OSS, and parents being required to pick up their student's phone from the school.

Additionally, school administrators reserve the right to ban any student from cell phone possession in the building should cell phone misuse become inappropriate in accordance with Battle Lake School policy and student handbook. Administration reserves the right to determine potential offenses and the consequences resulting. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, malicious and sadistic conduct.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

SUSPENSION PROCEDURES

1. While serving in-school suspension, a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student's presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. Students assigned to in-school suspension will work on assignments from their teachers and complete all work assigned to them. All assignments must be completed before the student is allowed to return to that class. All other rules pertaining to conduct in designated area are applicable.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.
3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a meeting with the parent(s) and/ or guardian notification by certified mail within 48 hours of the conference. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her; the written notice shall be served either personally or by certified mail upon the pupil and his or her parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

Consequences	Code
Verbal Warning	1
One hour of detention	2
Two hours of detention	3
One day of in school suspension	4
Two days of in school suspension	5
Three or more days of suspension (In School or Out of School)	6
Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Psychologist and Teachers	7

A. SCHOOL ATTENDANCE

Right: All students living within the boundaries of the Battle Lake School District who are under the age of 21 are entitled to a free public

education through the 12th grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
A-1 TRUANCY: Being absent from school part or all of a school day without permission of parents or school administrators.	4-5	In addition to school disciplinary action, habitual offenders will be referred to legal authorities.
A-2 UNEXCUSED ABSENCE: Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission.	2	
A-3 LEAVING CAMPUS: Leaving the school campus without checking out.	2	
A-4 TARDINESS: Reporting late for class or other required activities without an acceptable excuse.	2	
A-5 LEAVING THE BUILDING: Students leaving the school building or school grounds during school hours without permission from administration.	2	

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities & be free from threats against his or her feelings, physical well-being & property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
B-1 THREATENING OR INTIMIDATING ACTS: The act verbally or by gesture, threatening the well-being, health or safety of any student on school property or enroute to or from school.	1-6	
B-1a Any act - Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of while at or going to or from school.	4-7	Referral to police when appropriate
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
B-4 BULLYING: REPEATED insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	4-7	Parents notified. Referral to police when appropriate.
B-4a - Sexual B-4b - Racial B-4c - Religious B-4d - Disability B-4e - Other		
B-5 SHAKE DOWN: The act of extorting	5	Referral to police when

things of value from a person in the school, under pressure of either implied or expressed threats.

appropriate.

B-6 FIGHTING: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship.

4-6

Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.

B-6a - Scuffle

2-4

B-7 PROPERTY DAMAGE.

3

Restitution required through parental contract.

B-8 THEFT.

3-4

Restitution required through parental contract. Referral to police when appropriate.

B-9 HORSEPLAY: Tripping, shoving, misuse of other students, books, etc.

2

C. STUDENT/STAFF SCHOOL PERSONNEL RELATIONSHIPS

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to - or theft of property belonging to school personnel.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by school personnel to include lying.	2-4	
C-2 THREATENING OR INTIMIDATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	6-7	Notification of police when appropriate.
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	6-7	Notification of police.
C-4 DISRESPECT: To insult, call derogatory names, dishonor, make gestures or in other manner abuse verbally or in writing any school personnel.	2-5	Parents notified.
C-5 DISRESPECT FOR THE PROPERTY OF ANY SCHOOL PERSONNEL.		
C-5a - Damage	3-6	Restitution required through a parental contract.
C-5b - Theft	3-6	Referral to police when appropriate.

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1a Destruction - to render unusable.	5	Restitution required through parental contract.
D-1b Defacing - damage requiring cleaning or repair.	2-5	Restitution required.
D-1c Misuse of printed material.	2	Restitution required.
D-1d Possession or use of laser pointers.	2-5	
D-2 THEFT		
D-2a - Theft not serious enough to be reported to police.	4	Restitution required through parental contract.
D-2b - Major Theft - considerable enough to be reported to the police.	6	Restitution.
D-3 ABUSE OF SCHOOL GROUNDS	3	Restitution.
D-4 LITTERING	1	Work detail.
D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas.	1	
D-6 IMPROPER USE OF SCHOOL PROPERTY	1-3	
D-7 POSSESSION OR USE OF SQUIRT GUNS OR BOTTLES, ETC.	2	

E. PROTECTION OF THE PUBLIC SAFETY

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES.	4-7	Referral to police.
E-2 FALSE ALARM		
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6	Referral to police.
E-2b Bomb threats.	7	Referral to police.
E-3 ARSON: the willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
E-4 IMPROPER USE OF MOTOR VEHICLES		
E-4a Reckless driving.	3	Report to police when appropriate.
E-4b Unauthorized driving during school day.	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school or turn keys into the office.

E-4c Being in the parking lot during school day without a pass.	2	
E-4d Parking in unauthorized areas.	1	
E-5 POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS.	4-7	Referral to police.
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

F. ALCOHOL, TOBACCO AND DRUGS

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, sale or possession of any non-prescription drugs, alcoholic beverages, gummies or any edible cannabinoid products, or tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
F-1 ALCOHOL, GUMMIES OR ANY EDIBLE CANNABINOID PRODUCTS AND DRUGS		
F-1a Possession of alcohol, gummies, and drugs.	6- 7	Police involved in readmission conference.
F-1b Selling or transmitting alcohol, gummies or drugs.	7	Referral to Chemical Pre-Assessment Team. Referral to police for prosecution
F-1c Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6	Referral to police. Referral to C.P.T.
F-1d Observed use of drugs, gummies, or alcohol.	6	Referral to police. Referral to C.P.T.
F-2 TOBACCO/NICOTINE/VAPING: Use or possession of tobacco/nicotine on restricted school premises or at a function under the sponsorship of the school (includes smoking, vaping, nicotine pouches, and chewing tobacco.)	4-6	Referral to police for citation.

G. OTHER DISCIPLINARY INFRACTIONS

<u>Infraction</u>	<u>Code</u>	<u>Special Provisions</u>
G-1 REPEATED SERIOUS CLASSROOM DISRUPTION	2-6	Possible exclusion.
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES	2-6	Possible exclusion.
G-2.5 CLASSROOM DISRESPECT OR DISRUPTION	2-6	
G-3 CHEATING: (i.e. stealing a test, tampering with grade book, copying work, etc.)	2-5	
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	2	Parents notified.
G-5 MISUSE OF FOOD: In the cafeteria and other areas of the building.	2	Work detail.

G-6 CELLULAR PHONES/ELECTRONIC DEVICES (except for educational purposes).	1	Confiscated - to be claimed by student at end of the day
G-7 BEING IN UNAUTHORIZED AREA.	1-2	
G-8 BEING AN ACCESSORY to a school rule violation.	1	Step assignment at principal's discretion depending on level of involvement.
G-9 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written notes or published material as well as vocal.	2-4	
G-10 NECKING, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2	
G-11 INAPPROPRIATE DRESS: No applique, buttons, etc. which cause a dis- traction shall be worn. Shoes are to be worn at all times. No brief shorts, shirts or other inappropriate clothing shall be worn. Clothing with suggestive or derogatory pic- tures or phrases may not be worn. Caps or bandannas are not to be worn.	1	Required to remove, cover up or change inappropriate item, etc.

WEAPONS, ASSAULT AND FIGHTING POLICY

“**Weapons**” means any firearm whether loaded or unloaded, any device or instrument designed as a weapon or, through its use, capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchaku, throwing stars, explosives, stun guns and ammunition.

Possession of a weapon is defined as having a weapon on one's person or in an area subject to one's control on school property or at a school activity. A student that finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Consequences of students in possession are as follows:

1. confiscation of the weapon,
2. an initial suspension for five (5) days,
3. contact the police department, and
4. may result in a recommendation to the Superintendent that the student be expelled from school.

Direct attack with a weapon shall be dealt with under the proceeding section of this policy dealing with “weapons”.

A student who threatens bodily harm or death to another without physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons”.

Assault is a threat of bodily harm or death to another person, without physical contact. A threat will result in a parent/guardian conference and may lead to suspension of up to five (5) days.

Fighting shall be characterized by a violent, aggressive behavior by one or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving and scuffling”.

Students in grades 6-12 who engage in fighting with another person will be suspended from the classroom or from the building for up to five (5) days. Students in grades K-5 who engage in fighting with another person will be suspended from the classroom or from the building for a period not to exceed three (3) days.

Administrative Discretion and Scope of Policy:

The rules and consequences outlined in this handbook are intended as general guidelines and are not exhaustive. This handbook does not create a contract between the school and students or their families.

- **Flexibility in Consequences.** The school administration reserves the right to exercise professional discretion in interpreting these rules and determining appropriate disciplinary action.
- **Case-by-Case Adjustment.** Depending on the severity, complexity, or history of an offense, administrators may enforce, adjust, or bypass standard disciplinary steps to best ensure the safety and well-being of the school community.
- **Non-Exhaustive List.** The absence of a specific behavioral rule from this document does not mean that behavior cannot be addressed or enforced by school personnel if it disrupts the educational environment.

Battle Lake School Elementary Behavior Matrix

This matrix outlines student behavior expectations. Use this to identify and label behaviors uniformly.

Behavior Level	Aggressive Behavior Behavior Rubric	Classroom Disruptions Behavior Rubric	Compliance Behavior Rubric	Transitions (Unstructured Time) Behavior Rubric
Target <i>(Desired Behavior)</i>	No Aggression: Hands and feet kept to self. Respectful physical boundaries.	No Disruption: Student works quietly and participates appropriately.	Compliant: Follows directions the first time asked with no arguing.	Smooth Transition: Moves between tasks/locations safely, quietly, and promptly.
Mild <i>(Minor Infraction)</i> <i>Teacher or Para Managed</i>	Verbal/Posturing: Clenching fists, invading personal space, verbal threats, but no physical contact.	Minor Disruption: Talking out of turn, making noises, or out of seat, but redirects quickly.	Prompt-Dependent: Requires 1 to 2 verbal reminders to follow instructions.	Minor Delays: Dawdling, talking loudly, or minor off-task behavior, but arrives safely.
Moderate <i>(Transitions to Major on 3rd offense)</i> <i>Teacher or Para Managed until 3rd Offense</i> <i>Record using the Google Form as a minor offense</i>	Minor Physical Contact: Shoving, forcefully bumping, throwing soft objects, or property destruction (e.g., ripping paper).	Significant Disruption: Yelling, arguing, or refusing to work, causing a brief halt in your instruction.	Resistant: Requires 3+ prompts, argues back, or attempts to negotiate to avoid tasks.	Challenging Transition: Wandering halls, arguing with peers/staff, requires escort to reach destination.
Severe <i>(Requires Major Referral)</i>	Physical Attack / Unsafe: Hitting, kicking, biting, or throwing hard objects at others. Immediate safety risk.	Major Disruption: Extreme outburst, overturning furniture, or behaviors requiring the classroom to be cleared.	Complete Defiance: Flat refusal to comply, walking away from staff, verbally abusive when directed.	Unsafe Transition: Elopement (running away), physical altercations in hallways, refusing to enter the room.



K-6 Behavior Flowchart

1. OBSERVE & CLASSIFY

DECISION: WHAT LEVEL?

Mild or Moderate 1st or 2nd Offense

Severe or Moderate 3rd Offense

PATH A: STAFF-MANAGED
A1. INTERRUPT & REDIRECT
• Call out target behavior.

A2. CLASSROOM/PLAYGROUND INTERVENTION
• Apply staff-led consequence.

DOCUMENT & TRACK

- Log Moderate Offense #1 or #2 by completing the Google Form

LOOP IF REPEATED

PATH B: OFFICE-MANAGED
B1. ENSURE SAFETY/SECURE AREA
• Clear Classroom if unsafe.

B2. CONTACT THE OFFICE
• If immediate support is needed.

B3. SUBMIT A MAJOR REFERRAL
• Complete the form by the end of the day.

B4. ADMIN ACTION & RESTORATIVE RE-ENTRY
• Admin manages the consequence/plan

SCHOOL BUS DISCIPLINE POLICY

INCIDENTS OF MISCONDUCT

Incidents of serious misconduct must be documented and reported to the proper authorities. (MN Statute 169.4582)

Level 1 Offenses

1. Spitting
2. Excessive Noise
3. Horseplay
4. Not remaining seated.
5. Profanity or inappropriate comments
6. Disobey driver
7. Other offenses

Level 2 Offenses

1. Hanging out the windows.
2. Throwing objects.

3. Physical aggression.
4. Use of tobacco
5. Vandalism on the bus.
6. Tampering with or using emergency exits unless in an emergency or drill.
7. Other serious offenses.

Level 3 Offenses

1. Possession and/or distribution of controlled substances.
2. Lighting matches or incendiary devices.
3. Possession of a weapon
4. Any act that endangers the passengers on the bus or significantly inhibits the driver's ability to safely operate the bus.

Consequences

	1 st Offense	2 nd Offense	3 rd Offense
Level 1	Verbal warning or detention and/or 1-2 day bus suspension	Detention and/or 1-2 day bus suspension	1-2 day bus suspension
Level 2	Detention, ISS or OSS 1 —5 day bus suspension	ISS or OSS 5 day bus suspension	ISS or OSS 5-10 day bus suspension
Level 3	ISS or OSS or Expulsion Bus suspension or possible loss of bus privileges	ISS or OSS or Expulsion Bus suspension or possible loss of bus privileges	OSS or Expulsion Loss of Bus Privileges

Dress and Appearance

Students' dress and cleanliness are important not only to themselves, but also to those with whom the students share their classroom. Students are urged to take pride in their dress and grooming.

The wearing of attire which signifies or which is likely to be interpreted by other students as signifying membership in gangs or offensive clubs, calls undue attention to students, encourages disruption or horseplay, and in some instances serves to intimidate other students. Further, attire which advertises alcohol or other items which are illegal when used by minors, and attire which is offensive, sexually explicit or could constitute harassment, is inappropriate and disruptive in the school setting. Therefore, Battle Lake High School has developed the following policy regarding school attire:

Students are prohibited from wearing any attire, including jewelry, make-up, symbols or "color" which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school or to indoor school sponsored activities, (i.e. dances, indoor athletics events, field trips, evening events, etc.)

Students are further prohibited from any manner of dress or personal grooming which presents a danger to health or safety, causes an interference with work, or creates classroom or school disorder. Such attire includes, but is not limited to: a. Clothing with drug, alcohol, or tobacco advertising; print or graphics which are sexually explicit or suggestive, and representations which are inappropriate, offensive or demeaning to any group. b. Clothing which is suggestive or inadequate in its covering (midriffs need to be covered); oversized baggy pants which can conceal objects and pants worn below the waist. Caps, hats, hoods, bandanas or any other head-wares and Sun-glasses are not

allowed to be worn in school. All types of chains, which could be used as a weapon are not allowed. Spikes on necklaces, bracelets, etc. are also not allowed for safety reasons, excessive face paint and costumes are also included.

Spaghetti tops and tank tops are not allowed, other clothing such as short skirts, biker shorts, and boxers are also not allowed. Any time spent at home to change clothes will be made up in detention at a later date. Headphones, cellular phones, and all other personal electronics must remain in a student's backpack and/or out of sight during instructional time throughout the school day. Violators of this policy will be subject to disciplinary action, including but not limited to: student/ teacher conference, detention, removal from class, dismissal, suspension or expulsion.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the Principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.