

Animals

For the health and safety of our students and staff, NO animals are allowed in school or on school property unless for medical reasons, e.g. seeing eye dogs. Parents and students are encouraged not to bring animals to the school grounds -such as on Elementary Field Day.

Arrival and Dismissal Hours

The school will be open at 7:45 a.m. for parent drop off. The doors will be open to bus students when the buses arrive. Students are dismissed at 3:14 with buses departing from school at 3:20. No student is allowed in school after 3:20 unless under the supervision of a faculty member.

Calendar

The school calendar can be accessed on the school web site at [25-26 Calendar](#)

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

E-Learning Day Plan

Please see the attached link for the schools plan [E-Learning Day plan](#)

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

[Employee Directory](#)

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

A. Cost of school equipment or material destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

Damage fees unpaid within 30 days from the time of assessment may be collected through action in the small claims court or other appropriate means. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- A school district-sponsored driver or motorcycle education training course.

A nominal materials fee (\$5.00 – 10:00) may be charged in some classes e.g. art, agricultural technology, and industrial technology.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

Fire Drills

You will be notified in each room as to the route to follow during fire drills. Always exit from the building as orderly and quickly as possible. **DO NOT RUN!** Move far enough away from the building to allow all students to exit at least to the main sidewalk. The first students to leave are to tend the doors until all have exited. Basic rules to follow are to keep in line, walk quickly, stay on your side of the hall and stairway, leave your books on your desk, be quiet, and reenter the building in the same fashion when the all-clear sounds. There is to be no talking during the fire drills until all students have cleared the building.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Guidance and Counseling

All students are encouraged to use the services of the guidance and counseling department. The counselor is available to talk over any problems related to school or problems of a personal nature. Group and individual counseling is available for grief from a loss, family changes, anger management and friendship skills for all students. Parents may call or write to request these services for their children. The guidance library, located in the outer counselor's office, contains various reading materials on schools and careers, and students are encouraged to use these materials in helping them make career decisions. Post-high school, scholarship and career counseling are also available through the counselor's office.

Holiday Celebrations and Parties

Parties are authorized for three special occasions during the school year. These parties are under the direction of the regular classroom teacher who may call parents for help with the responsibilities for food and games. Fees to defray the cost of parties may be collected at the planning of each party with the approval of the teachers or administrators. Party attendance is voluntary.

Battle Lake School is a Peanut Aware School

This includes ALL tree nuts, IE walnuts, pecans, almonds, brazil nuts, filberts, macadamia nuts etc. Peanut allergies are a very serious problem. We would encourage our community to take the necessary precautions to assure the safety of our students. No peanut products will be served from the school cafeteria. We are also encouraging parents and families to be aware of the allergy and the severity of students coming in contact with peanut products. When sending products to school with your child, we are asking that you consider making peanut free choices. This includes snacks for on the bus.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

(a) When the local welfare agency, local law enforcement agency, or the agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials before the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property. For an interview conducted by the local welfare agency, the notification shall be signed by the chair of the local welfare agency or the chair's designee. The notification shall be private data on individuals subject to the provisions of this subdivision. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare agency or local law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until that time, the local welfare agency, local law enforcement agency, or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

(b) Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare agency or local law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare agency or local law enforcement agency. Where the school fails to comply with the provisions of this paragraph, the juvenile court may order the school to comply. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school staff when an interview is conducted on school premises.

Invitations and/or Gifts at School

Gift giving to students at school is discouraged. Birthday or other party invitations should not be delivered at school. Flowers and balloons delivered during the school day cause a disruption in the classroom so will be kept in the office until the end of the school day. Party treats must be store bought wrapped items.

Library and Media Center

The library/media center is open at 8:00am. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

The following rules and regulations have been devised for the use of the library.

1. Visiting must be limited in the library at all times. Misuse of the visiting rule will mean loss of library privileges.
2. Current magazines and newspapers are not to be removed from the library.
3. All books are loaned for 2 weeks period.
4. You are not to pass through the library when going to and from classes.
5. Any student with books/magazines overdue will lose his/her library privileges until the material is returned.

Internet and technology resources are for instructional use only. Students must have a pass from the instructor giving assignment in order to access internet. Failure to comply with District Use Policy will result in loss of computer use privileges and/or other disciplinary action.

Lunch

Noon hour lunches will be served each school day at no cost for Elementary or High School students. Breakfast is no cost for all students. Milk is included in all school lunches. Milk is \$.50 to purchase extra or to go with lunches brought from home.

Ala Carte items are available for purchase for High School students. Students bringing their own lunches will eat them in the cafeteria. All other food will also be eaten in the cafeteria ONLY! There is to be absolutely NO exchange of food among students in school. This is for student's protection.

Messages to Students

No phone calls will be allowed during the school day, except for extreme cases of emergency. Incoming calls for students will not be accepted unless it is an urgent call from a parent. Do not ask for passes to use the phone during or between classes. Its primary use is for emergencies, after school, after practices, or at noon. Students are not to use office phones as it interferes with school business. Information called into the school for a student will be relayed to the student to eliminate classroom disruption. Students will not be called out of class for telephone calls unless it is an emergency.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Estelle Denbrook, Councilor, 402 Summit St. W Battle Lake, MN 56515, 218-862-4606 as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice a year. For more information, contact the building principal.

Parent Volunteer Program

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the Principal.. Parents/guardians who visit the school should sign in at the office before entering a classroom. For more information, contact the principal.

Personal 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.

Pregnancy and Parental Status

It is the policy of the School Board of Independent School District #542 not to discriminate against any student, or exclude any student from its education program or activity. Including class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

The School Board may require such a student to obtain the certification of a physician: a. that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

MASTER HIGH SCHOOL SCHEDULE

Monday - Friday	Time
Period 1	8:20 - 9:05
Period 2	9:09 - 9:54
Period 3	9:58 - 10:43
Period 4	10:47 - 11:32
JH Lunch	11:32 - 12:02
HS Period 5	11:36 - 12:21
JH Period 5	12:02 - 12:47
HS Lunch	12:21 - 12:51
Period 6	12:51 - 1:36
Period 7	1:40 - 2:25
Period 8	2:29 - 3:14

MASTER ELEMENTARY SCHEDULE

<u>Kindergarten</u>					<u>1st Grade</u>			
W.I.N.	M-F	9:10-9:30			Art	F, Week A	9:09 - 9:54	Bellig
K-2 Playtime		9:35-9:55				F, Week B	9:09 - 9:54	Wallevand
Lunch/Recess	M-F	11:05 - 12:05			K-2 Playtime		9:35-9:55	
Music: Horn	M,W,F	12:49 - 1:14	Kerzman		W.I.N.	M-F	10:00 - 10:25	
	T,R,F	12:49 - 1:14	Kugler		Lunch/Recess	M-F	11:10 - 11:55	
Art	T, Week B	12:55 - 1:40	Kerzman		Music: Horn	M,W,F	1:14 - 1:39	Wallevand
	M, Week B	12:55 - 1:40	Kuglern			T,R,F	1:14 - 1:39	Bellig
PE: Bradsteen	M-F	1:50 - 2:15			PE: Bradsteen	M-F	12:05 - 12:30	
Dismissal	M-F	3:12			Dismissal	M-F	3:12	
<u>2nd Grade</u>					<u>3rd Grade</u>			
Music: Horn	M,W,F	9:07 - 9:32	Kujava		Art	T, Week B	9:09 - 9:54	Young
	T,R,F	9:07 - 9:32	Olson			M, Week B	9:09 - 9:54	Trosdahl
K-2 Playtime		9:35-9:55			Music: Horn	M,W,F	9:32 - 9:57	Young
Art	T, Week A	9:09 - 9:54	Kujava			T,R,F	9:32 - 9:57	Trosdahl

	M, Week A	9:09 - 9:54	Olson		Lunch/Recess	M-F	11:20 - 12:05	
W.I.N.	M-F	10:35- 11:00			W.I.N.	M-F	12:10 - 12:35	
Lunch/Recess	M-F	11:00 - 11:45			PE: Bradsteen	M-F	1:25 - 1:50	
PE: Bradsteen	M-F	2:20 - 2:45			Dismissal	M-F	3:12	
4th Grade					5th Grade			
W.I.N.	M-F	8:40-9:05			Lunch/Recess	M-F	11:25 - 12:10	
Art	Th, Week A	9:09 - 9:54	Larson		Music: Biles	M,W,F	12:46 -1:11	Anderson
Art	W, Week A	9:09 - 9:54	Johnson			T,Th,F	12:46 -1:11	Setterholm
Music: Biles	M,W,F	9:56 - 10:21	Larson		Band : Biles			
Music: Biles	T,Th,F	9:56 - 10:21	Johnson		Art	Th, Week A	12:55 - 1:40	Anderson
Lunch/Recess	M-F	11:15- 12:00			Art	W, Week A	12:55 - 1:40	Setterholm
PE: Bradsteen	M-F	12:55 - 1:20			W.I.N.	M-F	1:45 - 2:10	
Dismissal	M-F	3:14			PE: Bradsteen	M-F	2:45 - 3:10	
					Dismissal	M-F	3:14	
6th Grade								
Lunch/Recess	M-F	11:25 - 12:10						
PE: Bradsteen	M-F	12:30 - 12:55						
Art	Th, Week B	12:55 - 1:40	Hanson					
Music: Biles	M,W,F	1:11 - 1:36	Hanson					
Band: Biles								
W.I.N.	M-F	2:15 - 2:35						
Dismissal	M-F	3:14						

Activity Period when applicable

This is a period set aside on a rotating basis so that students may obtain individual help from instructors, make up tests, do research work and participate in the functions of various organizations. This period is part of the school day; attendance is required like any other period.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Battle Lake School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact David Marso, Activities Director or refer to [24-25 MSHSL Eligibility Form](#).

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The decision to close the school will be made by the superintendent and bus coordinator. Please do not call these or any other school personnel concerning school closing. If buses are to run late, students living in town are to come to school at a corresponding time.

Buses will travel on passable roads only. [District Closing/Late Start Policy](#)

Announcements as to closing of school because of the weather will be made via the schools communication channels, over multiple TV stations (when possible) and the Fergus Falls, Alexandria, Fargo, Perham, Detroit Lakes and Wadena radio stations. You will hear these announcements early enough to avoid waiting for the school bus.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Search of Student Lockers, Desks, Personal Possessions and Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes" overdue books and other materials belonging to the school district and stolen property. "Personal possessions" includes, but is not limited to purses, backpacks, bookbags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violent, serious and immediate risk of harm or destruction of evidence), and the age of the student.

Student Lockers and Desks/ Locker Rooms

Except for a student's phy. ed. class and extra-curricular activities, locker rooms are off limits to students during the school day and after school. Your locker and desk is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes or other outdoor garments. Your locker and/or desk is subject to periodic inspection for cleanliness, and may be entered by the administration at any time it might be suspected of containing alcohol, narcotics, explosives or other items considered potentially harmful to other students or to the school building, or unlawfully obtained.

School will not furnish padlocks for hallway lockers. Students have the option of buying padlocks to be placed on their lockers. Locks can be purchased through the school store, or directly from the High School Office. 7th grade will get a new lock for \$10. All others will buy used locks for \$5 while available, and will be replaced free of charge, if the used lock is deemed unusable due to original previously used status. No other locks are to be placed on your locker. Each student will receive the combination for his/her locker at the beginning of the school year and will be held responsible for their locker and for what is in it. Do not give your combination to anyone including your friends. It is essential that you memorize your combination. The office has a key to your locker and the key can be used to open your locker in the event of an emergency or you forget your combination. It is recommended that students do not bring large sums of money or other valuables to school. The district is not responsible for money or items lost due to theft.

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location 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. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Driving of Cars

Students will not be permitted to drive cars on school days during the noon hour or any period during the school day without the express permission of the school administration. Cars are not to be occupied during school hours. Student cars and motor bikes are to be parked in the east student parking lot, adjacent to the Auditorium. The school reserves the right to have vehicles towed that are violating school parking lot policies.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; or
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Accident Insurance Program

The School District does not provide any type of health or accident insurance for injuries incurred by your child at school. Feel free to call the school if you would like assistance in finding a suitable provider.

All accidents or injuries occurring while a student is under supervision of the school should be reported immediately to the classroom teacher or school personnel on duty by Child or Parents if not by Child. Parents will be notified of any injury to their child by phone. Parents are responsible for completing and keeping up to date information on the emergency information cards provided early each school year.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. [Student Records District Policy](#)

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. [School Board Survey Policy](#)

Transportation of Public School Students

All buses are owned by the Battle Lake Public School District and are used for transporting students in our district to and from school who live more than one mile from school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges are revoked or have been voluntarily surrendered by the students' parents or guardian.

Bus routes are established each fall in what can be determined as best overall runs. The bus drivers make every effort to maintain and abide by the established schedules. Extremes in weather and road conditions do occasionally cause minor deviations from the schedule. Buses are to arrive at the school by 8:00 a.m.

The care and discipline of the children on the bus is in the hands of the bus driver, bus coordinator, principals and superintendent.

Children must ride their assigned buses. If a child is to take another bus because he is going to a friend's place, there must be written approval given by the parents to the new bus driver (it should be shown to teacher and office). Please call the bus coordinator should problems become apparent on the bus or with bus routes. Misconduct on the buses will be severely dealt with. Bus drivers must give all their time to safely driving the buses - not supervising the students. We need your full cooperation in this.

Extracurricular Transportation

Students are to ride to and return from away games on the same bus. No student will be allowed to return in a car without parents written permission. Students are to remain out of the buses from the time they arrive at the game until the game is over, or the driver is in attendance

Video and Audio Recording

Video & Audio Recording

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.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent

Visitors in School

Parents are encouraged to visit the Battle Lake School and to observe the educational process in action. Visits in the actual classroom should give parents a better understanding of what their child is learning and how it is learned. We do ask that you extend the courtesy and call the office to make arrangements for your visits. This is due to special scheduling, testing or other activities that might make it better to visit another day.

All visitors to the Battle Lake Schools must check into the District office area immediately upon arrival between the hours of 8:00 a.m. to 3:14 p.m. Visitors will remain in the office area until the school personnel requested has been contacted. Visitors will not be allowed to contact students or instructors just to visit. School personnel may agree to see the visitor if that can be arranged. If not, all visitors should wait until school is dismissed to visit with school personnel. If allowed to visit any area of the school, they will be required to wear the appropriate visitor's badge for safety and in the best interest of all children and so staff will recognize them as an approved visitor.

Student visitors WILL NOT be allowed in the building during normal instructional time from 8:20 until 3:14 p.m. Special permission to visit the school for instructional purposes e.g. as a guest speaker in a classroom may be granted at the discretion of the building principal. ALL

VISITORS MUST HAVE A BADGE.

School Dances

Enrolled students of Battle Lake H.S. are invited to bring guests to the dances we host. Guests must be under 21 years of age to attend school dances.