

This handbook includes the adopted school policies that regulate Fillmore Central Schools in regards to the state statutes. Students and parents must be familiar with the policies and can obtain copies in addition to this handbook from any of the school offices.

Mr. Jim Peters  
Fillmore Central PreK-6 Principal



## Fillmore Central Schools Vision & Mission Statements:

## Vision:

All students will graduate as lifelong learners with the knowledge, skills, and character needed to succeed in our communities and global society.

## Mission:

In partnership with our parents, our communities, and our staff, Fillmore Central Schools will inspire students to reach high standards through academics, arts, activities, and leadership opportunities.

## **ACADEMIC REPORTS**

Students will be given progress reports and/or grades on a quarter system. Students will receive mid-quarter reports for all grades 3-6. Progress reports and grades will be sent home with students in the Friday Folder for those families without online access to the grading program. Parents/guardians will need to sign them and return a signature sheet with their child back to school.

## **ADMISSION FEES FOR ACTIVITIES**

Cost of admission to Three Rivers Conference sporting events is: \$6.00/adults and \$4.00/students. Season passes are available at the cost of \$55 for adults and \$30 for students and \$140 for family passes. These passes are good for all home sporting events except tournament events. There will be free will admission charges for music concerts and the One Act Play. The Spring Play will cost \$3.00/student and \$5.00/adult and the Spring Musical will be \$5.00 for students and adults.

Fillmore Central schools issue free lifetime passes for senior citizens age 65 or older who are residents of Ind. School District #2198. These passes are good for all home athletic events with the exception of tournament events. If you would like one of these passes, please contact either the Preston or Harmony office during regular office hours.

## **ASSIGNMENT NOTEBOOKS**

All students are required to have an assignment notebook. Each student is given an assignment book at the beginning of the year in grades 3-6. If a student loses their assignment notebook they will be required to replace it at a cost of \$5.00. Each student will be expected to have his/her book in class each day. Students will record daily assignments, test dates and other important subject data. Parents/guardians are encouraged to check the assignment notebooks regularly and use it as a tool of communication with your student's teachers.

## **ATTENDANCE POLICY**

If a student must be absent please follow these procedures. Voice mail is available 24 hours a day. Excused and unexcused absences are defined in the Fillmore Central School Board Policy #503, Student Attendance Policy and are included in this handbook.

### **Attendance procedures:**

1) Before 8:30 AM, the day of an absence call or e-mail the appropriate school office to report the absence and the reason for the absence if a note has not been sent previously to this day. If your family does not have a telephone, send a note with the child on the day he/she returns noting the reason for the absence. If a school absence is not reported before 9:00 AM, the school will contact the family to verify the absence.

2) If an absence is known in advance, call the appropriate school office or send a note with your child stating the date and reason for the upcoming absence. Students will be given opportunities to complete work ahead of time.

3) Leaving early or coming late? Students need to report to the office to be signed-in or signed-out. Permission must be given by the parent/guardian before the student may leave. Eligibility to participate or attend in extra-curricular events is defined in the district's attendance policy.

Make-up work should be done in advance if the absence is known in advance. Student make-up work should be completed as soon as possible after an absence; the time-line for completion is left to the discretion of the teacher depending on the nature of the work. Students will need to obtain permission in the office to return to their classes after an absence. Their assignment notebooks will need to be taken to each teacher to record missed assignments and the teacher's signature to indicate completion of the work.

### **Excessive Absences**

We monitor your child's attendance at school and will watch for students who have a pattern of frequent absences. The average student is gone 9 days per year. We will notify parents/guardians by a phone call and/or letter when a child has missed 3,5,8 unexcused days of school to give parents/guardians notification of their child's attendance status. While we recognize that situations may occur that cause your child to miss days of school, we also want to help parents/guardians recognize the importance of supporting your child's education. For any absences related to illness that are verified by a doctor, please provide the office with a written verification.

When a student's cumulative attendance record reaches 10 absences not documented by a medical verification slip, a letter will be sent to the parent/guardian requesting that all further absences related to illness be verified with a doctor's slip. Because absences related to illness in the first 10 days verified by a doctor will not count against the 10 days parents are encouraged to always get a medical slip when going to a doctor. Failure to do this will result in a meeting with the building principal and the school social worker. A plan/contract for improved school attendance will be developed.

## **BULLYING PROHIBITION POLICY - 514**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts

immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

## **VIII. NOTICE**

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

## **CLASS LIST**

Class lists for the following school year are compiled at the conclusion of the current school year. Teacher requests will be considered and should be given to the Principal or Dean of Students by May 15<sup>th</sup> for the following school year. Each request should be accompanied by a specific reason for the request for consideration.

## **CLASSROOM VISITATIONS**

Parents are always welcome in our school. To show courtesy to our teachers and the students, we ask that you contact the teacher to arrange an appropriate time for your visit. Please do not bring younger siblings on the visit. Students should not “visit” classrooms with friends or relatives. Such requests to visit at appropriate times should be previously approved by the Dean of Students or Principal. Requests to bring pets or animals into a classroom or on site for show and tell should be approved through the Dean of Students or Principal ahead of time.

All visitors are asked to sign-in at the office before proceeding to a student’s classroom or other location in the building. A visitors badge will be issued so our students and staff know you are visiting.

## **DISCIPLINE PROCEDURES**

The following definitions are given to provide a clear explanation of the types of consequences that exist for behaviors that do not follow the code of conduct. Each discipline case will be handled independently and will be assigned consequences that best fit the infraction. The Fillmore Central School Board policy will be used and followed regarding procedural rights and state statutes.

[Before/] After School Detention: Students may be assigned to detention by any staff member for infractions they receive. Detention is scheduled in a designated supervised area. Students will be required to secure transportation home in the case of after school detention.

Detention Relating to Activities: Any student placed on detention may not be allowed to practice, participate in, attend, or in any other way take part in a school activity until all of the assigned detention has been served.

In-School Suspension: In school suspension may be utilized at an administrator’s discretion where appropriate and feasible.

Interrogations: School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. Students have the right against self-incrimination in instances where a criminal offense may be involved.

Limited Participation: School administration and teachers have the right to limit participation in school activities as a form of discipline. This may include but is not limited to school programs, field trips, concerts, etc.

Out-of-School Suspension: A suspension that must be served away from the school building and grounds.

Suspension: An action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided however, if a suspension is no longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

In-School Supervision by Parents: This proposal allows parents the option of supervising their child in school in lieu of detention assigned. In-school parent supervision must be arranged by the parent to occur within the next five (5) school days or before the end of the school year; whichever is the lesser period of time. The parent must accompany their child for the entire school day. This would include lunch but of course excludes supervision in locker rooms or bathrooms for opposite-sex parents.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance for a period not to exceed one calendar year.

### **Discipline procedures**

Each incident will be handled on an individual basis. Possible consequences may include:

Call to parent

Loss of privilege

Conference with the principal and teacher

### **COMMON AREA EXPECTATIONS**

The following expectations are set for areas of the building that affect multiple students at any given time. Each area will be held to these standards

#### **Bathroom**

Obtain permission to leave classroom.

Talk in soft voices.

Flush toilet after using it.

Respect others' rights to privacy.

Wash hands with soap and water.

No writing on walls and stalls.

Leave the bathroom area neat and clean, and report to the teacher if the bathroom is not clean.

Return to your classroom immediately.

### Classroom

Each classroom has a set of expectations that is defined and shared with students  
Expectations will be posted in each classroom  
Expectations will be shared with parents  
Expectations will be modeled by classroom teachers

### Hallway

Obtain permission to leave the classroom.  
Walk.  
Talk in soft voices.  
Keep hands, feet, and objects to yourself.

### Playground

Take turns and share.  
Play fair and include others in games.  
Use equipment responsibly.  
Pick up and clean up.  
Use conflict management skills.

## **DRESS CODE**

We ask our students to take pride in their appearance by following these guidelines in regards to clothing and accessories. Clothing and accessories should promote positive attitudes and relationships that are safe and non-disruptive to the educational setting.

Clothing and accessory regulations include but are not limited to:

- 1) No items that advertise alcohol, smoking, drugs, or other illegal activities for student's age may be worn
- 2) Items representing inappropriate relations and/or inferences to sexual relations and/or gender are prohibited
- 3) Hats, bandanas, and hoods are not to be worn without special permission
- 4) Shorts must be an appropriate length. Shorts must extend below the student's fingertips when arms are down at the side.
- 5) Bare midriffs are not acceptable; students must be able to lift their arms above their head without their midriff showing for a shirt to be acceptable.
- 6) Shirts with spaghetti straps and/or revealing in nature will not be worn
- 7) Billfolds with chains, dangling chains, and other accessories that may be used as or considered a weapon are prohibited
- 8) Shoes will be worn at all times

## **ELECTRONIC EQUIPMENT**

Student use of electronic equipment during school hours of 8:10 am – 3:10 pm will be under the direct supervision of the teachers for educational purposes. Students who violate this policy will be referred to the principal for disciplinary action that may result in the electronic device being confiscated for the first offense up to 24 hours. The second offense will result with the device being confiscated and only being released to a parent or guardian.



## **EMERGENCY INFORMATION**

Please complete an emergency information form so the school has current records for emergency purposes. Update this sheet regularly if needed by giving us your current phone number, address, emergency contacts, and place of employment. If your child becomes ill, has an accident, or needs skilled care it is important that we are able to contact you. If your child requires skilled care while at school, an ambulance or rescue squad will be summoned. In case of a crisis in which the school needs to be evacuated and students relocated, the first evacuation site will be **Christ Lutheran Church** in Preston.

## **FEES GUIDELINES**

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

1. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item involved to service.
2. Rental charges on school-owned music instruments, if the student is using the instrument.
3. Costs of field trips, which are made available from time to time but are not required as a part of a course, should the students elect to participate in the field trip.
4. Cost of the yearbook.
5. Admission fees for concerts, plays, athletic events, athletic teams, and other programs or activities, which the student may attend.

Students are required to furnish their own paper, note cards, calculators, pencils, pens, notebooks, graph paper, sketch pads, gym clothes, tennis and athletic shoes and other items of personal equipment.

Fees unpaid within 30 days of the end of the school year may be collected through action in a 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

## **FIELD TRIPS**

Field trips will be an extension of classroom learning through arrangement by the classroom teachers. A parental release or consent form must be completed and returned prior to a trip. Students may be required to pay a fee for transportation.

## **FILLMORE CENTRAL SCHOOL ROUSER**

CHEER! CHEER FOR FCHS!

WE KNOW THAT WE ARE THE VERY BEST!

SEND THE VOLLEY CHEER ON HIGH,

STRIKE DOWN THE THUNDER FROM THE SKY!

ALTHOUGH THE ODDS BE GREAT OR SMALL,

FILLMORE CENTRAL WILL WIN OVER ALL,

WHILE OUR LOYAL TEAMS GO MARCHING

ONWARD TO VICTORY!

F -A -L -C -O -N -S  
YEA, FALCONS!

### **CRISIS MANAGEMENT DRILLS**

Fire, lock-down, and severe weather drills are conducted according to state law. Evacuation schedules are posted in each room and the students learn and practice these routes.

### **FOOD AND DRINK**

In order for all students to enjoy a clean, pleasant environment, students must consume all food and drink in appropriate areas or food items will be taken away. Students may bring only water to drink during classes. Brain research shows that drinking plenty of water throughout the day stimulates learning potential.

The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value or foods containing peanuts or tree nuts (including packaged in facilities manufacturing products with peanuts and tree nuts).

### **FOOD PROGRAMS**

Student will be offered one free lunch and one free breakfast per school day

Free and reduced lunch forms are available at the school office upon request. Fillmore Central encourages families who may be eligible for supplements to fill out an application. This information provides Fillmore Central with increased revenues from the Federal Government even if your family chooses not to participate.

Milk for milk break and a healthy snack are available to all students K-6 and must be paid for in advance. *Milk for snack time or milk break is not included in the free ~~and-reduced~~ meal program.* Every student must pay for these services. Pro-rated fees are not available for absences or school cancellations; this is a flat rate for all students.

<b>Lunch:</b>	<b>Breakfast:</b>	<b>Milk:</b>	<b>Healthy Snack Cart:</b>
<b>Adult - \$5.00</b>	<b>Adult - \$3.00</b>	<b>\$0.50</b>	<b>\$35 paid/semester</b>
			<b>\$70 paid/year</b>
<b>Milk Break</b>			
<b>K \$15.00/semester</b>			
<b>1-6 \$43.75/semester</b>			

### **FLEX LEARNING DAY**

#### **Purpose:**

Flex-Learning Days may be planned or held in the event of an unscheduled school closure due to situations, such as severe weather.

#### **Vision:**

Fillmore Central envisions that on days when school is canceled due to severe weather or another reason, students and teachers will utilize educational resources and engage in learning suitable course topics.

#### **Guidelines: K-6**

- Teachers will provide 5 activity options for the day. Each student will need to pick 1 from each subject area.
- Students will have parents/guardians sign the sheets that demonstrate what the student has accomplished and return to their teacher.

- Teachers will be available from 10:00 A.M.-3:00 P.M. via e-mail to answer questions.
- Upon return to school, the students would follow the school's make-up policy to complete work missed on flex-learning days.

### **FRIDAY FOLDER**

Folders are provided for each student K-6. The school uses this folder to put important school announcements and information from classrooms in the Friday Falcon. This folder should be emptied and returned to school the following school day.

### **GAMBLING**

Any form of gambling is not allowed in school. Card playing is allowed only for educational purposes within classes.

### **GRADING**

In grades K-6 the following classes will be graded as pass/fail: art, vocal music, P.E., and exploratory classes.

### **HARASSMENT POLICY**

#### **FILLMORE CENTRAL SCHOOL POLICY - ISD # 2198 POLICY PROHIBITING HARASSMENT AND VIOLENCE - 413**

#### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

#### **A. Sexual Harassment; Definition**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

#### **B. Racial Harassment; Definition**

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

#### **C. Religious Harassment; Definition**

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

#### IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of

the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In the District. The school board hereby designates Supt. Richard Keith as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon

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<sup>1</sup>In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

## **HAZING PROHIBITION POLICY – 526**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.



5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

#### **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **VII. DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

### **HEALTH SERVICES & MEDICATION**

All prescription medication and any other medication that is necessary for a student will be kept in the office for safety precautions. Over the counter medications including aspirin will not be given out by the school unless provided by the family with clear directions for administration. Medications need to be in their original container.

Accident reports are reported and filed for any and all accidents. The report will include the details of the accident with the action taken to help your child. If your child requires skilled care, an ambulance will be summoned.

### **HEALTH GUIDELINES**

In order to provide for the health and well being of all individuals, the school has developed the following health guidelines which can be used to identify when a student's health may require him/her to stay at home or be sent home from school. Students with special health needs may have additional guidelines listed on an individual health plan.

Contagious Disease: Strep throat, impetigo, or pink eye a child should not return to school until after treatment with antibiotics for twenty-four hours

Chicken Pox: Until all the blisters have dried into scabs. Usually five to seven days

Diarrhea: Until uncontrolled diarrhea stops (Uncontrolled diarrhea is defined as an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet)

Fever: Temperature greater than 100 degrees

Fleas: Live fleas on clothing or body

Head lice: Live nits in hair

Rash: Rash that is open and draining or a rash accompanied by a fever

Vomiting: At least 12 hours after vomiting stops before returning to school

Pink Eye: Thick drainage, redness, itching or pain from the eye – call health care provider to see if treatment is needed.

### **HEALTH SCREENING PROGRAMS**

Vision and Hearing screening will be done for students. Both of these screenings occur in the fall of the school year with the help of volunteers. Parents will be notified by letter if a student is in need of a referral to professional services.

### **HOMEWORK POLICY**

Although teachers may include independent work time in class, it may be necessary for students to complete assignments or projects at home or outside of the usual school day. Homework may also be given for missing homework or due to absences. Students with excused absences will be given time at the teachers discretion to complete missed work. All homework due on the day the student was absent is due upon return to class.

### **IMMUNIZATIONS**

In accordance with the School Immunization Law, students may not enroll or remain enrolled in school without having provided documentation of immunizations against certain vaccine-preventable diseases. All students are to be in compliance on the first day of entry into school. Proof of immunization must be presented to the school. For a list of immunizations required contact the school office.

### **INSURANCE, STUDENT**

A brochure with information regarding available student insurance will be distributed the first day of school. The school district neither encourages nor discourages parents from purchasing this coverage but simply takes this means of making the policy available to those who may be interested. The school does not have a policy which will protect students while on the school premises or while being transported other than liability coverage which applies in those instances where negligence is established.

### **LATE WORK POLICY FOR GRADES 5-6**

Each student is expected to turn in all of their homework on time. Late work policy to be determined by grade level and sent home to parents. Two days will be given to make up work for every day the student was absent.

**Incomplete Grade:** If a student received an incomplete in a course, that student will be given two days for every day absent to make up the work missed. Students will have one week to complete the work for the class or the incomplete will turn to an F. Fourth quarter work must be completed prior to the last day of school

### **LOCKERS**

Students are assigned lockers at the beginning of the year. Lockers are the property of the school and are subject to inspection. Students are not provided a lock, but if they choose to use one the school must be given the combination or extra key. Lockers should be kept free of stickers and writing.

### **MOVIES**

At times, the school will show G movies without notice to parents. If a PG movie is planned, a note will go home with students requesting parent signature for students to be allowed to watch the PG movie. The note must be returned with parent signature or the student will not watch the PG movie.

### **PARENT-STUDENT-TEACHER CONFERENCES**

K-6 students will have a beginning of the year Conference with their child's classroom teacher during one of the first 2 days of the school year. This Conference will be a 30 minute conference scheduled in August using an online scheduling system. Parent-Student-Teacher conferences are held twice yearly in the Fall and the Spring. Specific details regarding times and locations will be sent to parents as the dates approach.

### **PLAYGROUND RECESS**

The playground is a place for students to be active and interactive with their peers. The following expectations will be enforced any time a student is using the playground or outside for recess.

- 1) Use playground equipment for its intended purpose.
- 2) Play only in designated areas.
- 3) Stay outside and do not leave the playground without permission from an adult.

- 4) The following activities are not permitted at any time:
  - a. Tackle football
  - b. Wrestling
  - c. Bats or hard baseballs
  - d. Throwing snow or snow balls
  - e. Throwing rocks or sticks
  - f. King of the Hill
  - g. Rough play
  - h. Teasing, harassment, or taunting
  - i. Card trading, electronic game playing, or listening to an i-pod/MP3
- 5) Listen for the whistle and line up in your designated area when it is blown.
- 6) Playground supervisors will enforce proper behavior and report behavior problems to the classroom teacher and office. Privileges may be taken away if chronic behavior problems do not improve.

#### INCLEMENT WEATHER EXPECTATIONS

If the weather is such that students must enter the building before school or stay inside during the school day, the following rules will apply:

##### Morning

- 1) Enter the building and sit quietly in the front commons area
- 2) Keep personal belongings close to your side
- 3) Wait for supervisors to dismiss you to your classrooms

##### Lunch Recess

- 1) Go directly to the classroom or gym
- 2) Supervisors will monitor indoor activities

#### PERSONAL PROPERTY

Students are responsible for taking care of their personal belongings if they are brought to school. Students will not be allowed to use cell phones, electronic games, radios, and other electronic media during the day if not required by a teacher. **Toys, games, and trading cards should be left at home.**

#### PLEDGE OF ALLEGIANCE

Anyone 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. Minnesota Statute 121A.11.

#### PUBLIC ACCESS TO SCHOOL BUILDINGS & GROUNDS

In order to assure the emotional and physical well being of school district students and staff, protect school property, and protect the educational process from unnecessary disruptions, those persons who are not Fillmore Central School students or authorized staff of the Fillmore Central Schools must report to the principal or designee for permission to access school buildings or school grounds on all occasions except for those events announced as "open to the general public." As an additional security measure, all building doors other than the main entrance located at the North end of the school drive will be locked.

## **RETENTION**

In grades K-4, retention is an option to adequately prepare students for the skills necessary at their age level. This process is a joint process with the parents and the school to best plan for the student.

In grades 5 & 6, students shall meet these requirements to be promoted to the next grade. Students must pass four of five core classes; math, reading, social studies, science, and English. Students may not fail more than one exploratory class.

## **SCHOOL CELEBRATIONS / PARTIES**

All treats provided for classroom celebrations must be commercially prepared and preferably individually wrapped. Please contact the classroom teacher if you plan to bring treats for school. [We encourage healthy food to be consumed at milk break times.] and discourage foods containing peanuts or tree nuts (including packaged in facilities manufacturing products with peanuts and tree nuts).

## **SCHOOL CLOSINGS**

School closings will be announced as soon as possible on KFIL, KROC, KQYB , KTTC (TV) and by our JMC Parent Notification System. Prior arrangements for your child should be made in these cases, please avoid calling the school unless there is an emergency or change of plan.

## **SCHOOL HOURS**

### **Elementary 8:15 – 3:10**

Students are not to arrive at school before 7:45 AM, unless they are part of a supervised organized activity. If your child needs to come to school before 7:45, please make arrangements with the school age care program.

## **STATEMENT OF NONDISCRIMINATION**

The Fillmore Central School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non- discrimination policies:

### **Section 504 Coordinator**

Morgan Knutson  
145 Main Ave. S  
Harmony, MN 55965  
507-886-6464 ext. 3306  
[morgan.knutson@isd2198.k12.mn.us](mailto:morgan.knutson@isd2198.k12.mn.us)

### **Alternate Section 504 Coordinator**

Chris Mensink  
702 Chatfield St.  
Preston, MN 55965  
507-765-3809 ext. 1102  
[chris.mensink@isd2198.k12.mn.us](mailto:chris.mensink@isd2198.k12.mn.us)

### **Title IX Coordinator**

Heath Olstad  
145 Main Ave. S  
Harmony, MN 55939  
507-886-6464 ext 3306  
[heath.olsstad@isd2198.k12.mn.us](mailto:heath.olsstad@isd2198.k12.mn.us)

### **Alternate Title IX Coordinator**

Darla Ebner  
700 Chatfield St.  
Preston, MN 55965  
507-765-3845 ext. 2003  
[kathy.whalen@isd2198.k12.mn.us](mailto:kathy.whalen@isd2198.k12.mn.us)

## **TECHNOLOGY & INTERNET USAGE**

The use of school owned equipment and access to Internet services is a privilege for students. Students will be required to sign an agreement of understanding for the use of such equipment and the consequences of improper use, prior to using these services. The district policy and signature form will be sent home at the beginning of the school year.

## **TEXTBOOKS**

Students are reminded they are responsible for their textbooks. The books are the property of the school district and must be accounted for by the end of the course. Students should always check their books when issued and report any damage to the teacher in order to avoid being fined for book damage upon return. Students will be charged for any books lost, stolen or missing that they were issued by the school.

## **STATEWIDE ASSESSMENT OPT OUT FORM**



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

### **Parent/Guardian Refusal for Student Participation in Statewide Assessments**

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

Posted May 2018

## **TRANSPORTATION & BUS SERVICE**

The Fillmore Central Board of Education and the Harmony Transit, Inc. supports and insists on safe transportation for students who attend the Fillmore Central Schools. The Board of Education and the Harmony Transit, Inc. believe that safe transportation can only be assured if cooperation between students, parents, administration and our drivers is the norm that guides the transporting of students in this district. The following guidelines will be used to notify everyone what is expected on our school buses:

The Harmony Transit drivers will conduct bus safety training during the first three weeks of school each year and reinforce that training periodically during the school year to inform students of the need for proper conduct. Verification of demonstrated student understanding and compliance will be sent to the Dept. of Education by October 15th of each year, as mandated by the Legislature.

Expected conduct of students on the buses will be prominently displayed for all students to see and bus drivers will be expected to require students to adhere to these rules.

Parents are responsible for appropriate student behavior on buses as well as in the school buildings and on school grounds. Parents may be required to attend conferences with a driver and administration to discuss concerns about student behavior on buses.

Misconduct on the buses will be recorded the same as misconduct within the school building and classrooms. Bus misconduct can result in the same consequences as misconduct during the school day.

Riding a school bus to and from school is a **privilege**, not a right. Students who cannot follow the rules will not be allowed to ride buses and the parents will be responsible for their transportation. Students need to realize that inappropriate behavior on buses endangers the safety of all students on the bus. Situations of this type do not relieve parents and students of compulsory school attendance.

**Consequences:** Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District and the Harmony Transit. Parents or guardians will be notified of any suspension of bus privileges.

### **Progressive Discipline On the School Bus**

1st Offense - Assigned seat

2nd Offense - 1 day suspension from bus

3rd Offense - 5 day suspension from bus

4th Offense - Removal from bus for the remainder of the school year

### **Infractions**

Throwing items

Standing on the seats

Yelling/Swearing

Hitting, pushing, kicking

Climbing over/under seats

Damage to the bus

Riding the bus is a privilege. At Fillmore Central, we want students to have the safest ride possible to and from school.

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, however Harmony Transit is not responsible for discipline problems that may arise at designated bus stops.

Special Note: The Minnesota Legislature during the 2000 Legislative session passed legislation which allows use of reasonable force by a teacher, school employee, school bus driver or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

The bus driver is in complete charge of the bus and will expect appropriate student conduct to assure safety of all students in his or her charge. Bus drivers will not tolerate any misbehavior by students riding district buses.

Bus drivers are governed by the rules of the State of Minnesota, the Fillmore Central School District and the Harmony Transit, Inc. The Fillmore Central School District has reviewed procedures for operating school buses with the owners/operators of Harmony Transit, Inc., namely Mark Scheevel.

All riders on school buses will be instructed on emergency procedures during the first three weeks of school.

All bus drivers employed by the Harmony Transit, Inc. are required to have proper inservice training each school year as mandated by the 1994 Minnesota State Legislature.

All violations of the student transportation policy are to be reported to the principal of the school where the student is attending to allow the infraction to be recorded appropriately with his or her school records. The immediate area around bus loading and unloading stations is also governed by this policy.

All buses operated by the Harmony Transit, Inc. will be inspected annually to assure compliance with State Operating Codes.

Due to time and insurance liability, buses will pick up students only at the end of driveways, designated stop areas in town, or the church in Greenleaf - **NO** in-yard service.

Neither Fillmore Central Schools nor Harmony Transit will be responsible for any lost, stolen or broken articles or injury due to misconduct while waiting for the school bus at designated stop areas prior to students boarding the bus or after students being dismissed from the bus.

The Board of Education expects parents to support the district and the Harmony Transit, Inc. in their efforts to assure safe transportation for all students. The School Board and the Harmony Transit, Inc. will not tolerate misconduct by students on buses which create distractions and can result in a serious accident.

This policy will be reviewed annually during the summer months and will be sent to all parents prior to the start of the school year.



## **FOLLOW THESE BUS RULES**

1. Immediately follow the directions of the driver.
2. Be at your bus stop on time! Wait for bus off roadway. Cross road in front of bus after bus has come to a complete stop.
3. Stay sitting in your seat facing forward with your feet on the floor.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus. Windows may be lowered no more than half way down.
6. Keep your arms, legs and belongings to yourself.
7. Fighting, harassment, intimidation, and horseplay are absolutely not tolerated.
8. Students are expected to maintain a clean bus by throwing away litter in the garbage.
9. Eating or drinking is at the sole discretion of the driver and/or supervisor of an event.
10. Weapons and dangerous objects as defined by Fillmore Central School Board Policy are not allowed on the bus.
11. Do not damage the school bus. Report any damage to driver at once.  
Students will pay for any damage they caused to bus. Any student caught or reported damaging seats or seat covers will be subject to up to a \$150 charge. Failure to pay this charge could result in suspension from school bus until charges are paid.
12. K-8 students need written permission to ride a bus which they are not assigned.
13. Students who do not follow rules will have riding privileges revoked.
14. Band instruments must be kept with the student in their seat. Or bus driver reserves the right to have band instruments stored as he/she sees fit to insure maximum safety.
15. School bags should not be so large as to take up seating space on the bus. They must be held or placed by your feet. Extra large bags are discouraged.
16. Parents should call mornings or their bus driver the night before if student(s) will not be riding.  
\* Call: Harmony Transit 886-2020  
Continuous abuse of call-in rule could result in suspension of bus riding privilege.
17. Harmony Transit will not be responsible for any loose, stolen, lost or broken articles on the bus while being transported.

The above rules apply to regular to and from trips and also any extra-curricular/activity trips.

### **WEB SITE**

Fillmore Central School's Web site is [www.fillmorecentral.k12.mn.us](http://www.fillmorecentral.k12.mn.us). The website is updated regularly with new school information and upcoming events. The headings at the top of the website will assist you in a search for school information.