

**FILLMORE CENTRAL
HIGH SCHOOL**

(507) 886-6464 or (507) 765-3809



**2024-2025
STUDENT HANDBOOK**

FROM THE PRINCIPAL

Welcome to the **2024-2025** school year to all returning Fillmore Central students and to those who are new to Fillmore Central High School.

You are enrolled in a school that strives for excellence in academics, in fine arts, and in athletics. To be able to continue this excellence, all people involved with this school system must work together and give their very best effort.

Our Board of Education has created a set of Rules and Regulations to govern attendance at school, participation in school activities, academic requirements, and interaction with one another. You need to read this handbook and follow all the Rules and Regulations that Fillmore Central's Board of Education has created.

Let's have a great year!

Sincerely,

Heath Olstad, Principal

Vision & Mission Statements

Vision:

All students will graduate as life-long 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.

Adopted 12-18-13

ACADEMIC ELIGIBILITY

Students must have a passing grade in all course work at the end of each quarter. If there is a failing quarter grade, the student will be ineligible from Fillmore Central High School activity events for two weeks. The student may practice but cannot participate in events. The designated time period will begin on the second Monday and end on the third Friday following the end of quarter one, two or three. Students failing any class the fourth quarter will be ineligible for the beginning of the next school year for one event

Once the student has completed their period of ineligibility, their grades will be re-evaluated. The student must be passing all current classes to regain eligibility. To maintain eligibility, the student must prove passing grades on a weekly basis through the remainder of the quarter. The student is responsible for picking up the Academic Eligibility form in the office the last morning of the school week. They must have all their teachers sign off on it and return the completed form to the office by 3:15 P.M. that same day.

Eligibility is determined based on quarter grade not on course grade. Example: If a student fails a second quarter class but passes the course based on a first quarter grade and final exam, the student is ineligible for the designated two-week period.

A PSEO student's failing course grade will follow the academic eligibility rules as stated above for the high school's second and fourth quarters, due to the colleges only providing final semester grades to the high school.

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. Exception: At the end of the fourth quarter, all incomplete work is to be completed prior to graduation for seniors. For 9th, 10th, and 11th grade students, incompletes must be completed before teachers leave for summer break. At anytime, the incomplete (I) grade becomes a failing (F) grade, the process for failing grades apply.

ACCIDENTS

Any accident in the school, on school grounds, or on a school bus must be reported to the principal. Students that are involved in an accident that requires first aid should report to the principal's office before returning to class.

ADMISSION FEES

Cost of admission to Three Rivers Conference sporting events is: \$7/adult and \$5/student. Season passes are available at the cost of \$65 for adults and \$40 for students/Senior 60+ and \$170 for family passes. These passes are good for all home sporting events except tournament events. Passes may be purchased at either the Preston or Harmony school office during regular office hours.

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.

There are no admission charges for music concerts. There will be a container by the door for monetary donations to help support the music programs. Admission fees for school plays are \$5/adult and \$5/student; while musical admission fees are \$5 per seat.

ANNUAL NOTICES

The school district is required to report annually on indoor air quality, pesticides usage, and the asbestos management plan. These notices may be found on the school website under Annual Notifications.

ATHLETICS

The co-curricular program of Fillmore Central Schools forms a very useful part of the school's curriculum. By participation, the student is able to develop additional skills, knowledge, and attitudes. It is the philosophy of Fillmore Central Schools that every team serves as ambassadors of the school. Sportsmanship is of utmost importance.

Students who participate in the athletic program must have a physical examination before reporting for practice. Physicals are required every three years, typically going into grades 7 and 10. Students must also agree to abide by the training rules. Students participating in Minnesota High School League sponsored activities are to meet academic standards as determined by MSHSL and Fillmore Central Schools.

In order for a student to be able to participate in an extracurricular contest or program, the student must be in attendance at school all day on the day of activity. Medical appointments and taking drivers examinations will be excused and the student may participate that day. Illness and work are not allowable reasons to be gone from school and still participate in an extracurricular activity. Any other reason should be cleared through the principal. If a student is ill on Friday, they may participate in an event on Saturday, if they are not ill on Saturday.

All students participating in an athletic activity will need to sign the appropriate Minnesota State High School League forms. Students will have to pay an activity fee before they will be allowed to practice, participate, or perform.

Exceptions to participation regulations may be made for students with disabilities.

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 on the day of an absence a call must be made to the appropriate school office to report the absence and the reason for the absence. If your family does not have a telephone, send a note with the child on the day the child returns noting the reason for the absence. If a school absence is not reported before 9:30 AM, the school will contact the family to verify the absence.
2. If an absence is known in advance: call the 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 in advance.
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 in or attend extra-curricular events is defined in the district's attendance policy.
4. Make-up work should be done in advance if the absence is known in advance. Students should meet with each of their teachers to work out a plan for all upcoming missed assignments and a schedule for when those assignments are due. Students returning to school following an absence will be expected to complete all missing assignments within a period of time not to exceed two days for each day missed.

Students will need to obtain permission in the office to return to their classes after an absence. All students will need to stop in the office and obtain an assignment make-up slip to be taken to each of their teachers.

For every period in which a student's attendance was an unexcused absence the student will serve two detentions. A student is considered absent for an entire period if they miss more than 15 minutes of class time.

AUTOMOBILE AND OTHER MOTORIZED VEHICLES REGULATIONS

The school prefers that students do not drive motor vehicles to school. However, we recognize that some activities may necessitate your driving to school. Under no circumstances are students to be in or on their vehicles or the vehicle of another student or individual during school time or during their lunch period. A student should not drive/ride in a private vehicle to or from any athletic or other practice, performance, or contest when transportation is being provided by the school. Under certain circumstances, you may drive if you have permission from the principal.

BACK PACKS

Back packs, book bags and duffle bags are to be stored in the student's locker and are NOT allowed in classrooms. Disciplinary actions may be taken at the discretion of the principal.

CALCULATION OF GRADE POINT AVERAGE

A	= 4.00	C	= 2.000
A -	= 3.666	C-	= 1.666
B+	= 3.333	D+	= 1.333
B	= 3.000	D	= 1.000
B-	= 2.666	D-	= .666
C+	= 2.333	F	= .000

CHEATING

All students who are caught cheating will be referred to the principal. Parents will be contacted. The student will receive a zero on the assignment/test and consequences may be given.

CITY PARK

When school is in session, high school students shall not use the playground equipment in the park. We do not want students getting hurt or contributing to city property being broken. The school district does not intend to assume this liability or responsibility.

CLASS DUES

Annual class dues are regarded as a legitimate and essential part of student activities. They are assessed to benefit all students by helping to reduce the cost of special events. 7th and 8th grade class dues will be \$20.00 per year. Freshmen, sophomores, and juniors class dues will be \$50.00 per year. In addition, seniors who elect to not go on the senior class trip will pay dues of \$50.00 to defray graduation expenses. Dues for seniors planning on going on the trip are determined yearly. Students who fail to pay annual dues or who are in arrears may be prohibited from participating in special events, e.g. prom, senior class trip and other activities designated by the principal.

CLASSROOM PARTIES

Classroom parties do not lend themselves to the traditional setting of the school. Anyone desiring to have a birthday party should have it in their own home, not on school time. Before and after school parties can be arranged on an individual basis.

COMMENCEMENT, PARTICIPATION IN

Students who are more than one credit short will not be permitted to participate in school commencement exercises.

Graduating students must only wear Fillmore Central caps, tassels, gowns, and stoles for school commencement exercises. No writing/decorating on the caps, tassels, gowns, and stoles is permitted and only the Fillmore Central standard tassel must be worn during the ceremony.

COMPUTER CARE

Students will be issued a computer bag and will be required to utilize it. This includes transporting school laptop computers between class periods, as well as before and after school travel. Any malfunctions of or damages to school laptop computers must be reported to the tech department immediately. Any misuse of school equipment must be reported to the principal immediately.

CREDITS NEEDED TO GRADUATE: 30 - see below

FILLMORE CENTRAL GRADUATION REQUIREMENTS Grades 9-12 (REVISED 2024)

English	4 credits
Social Studies	5 credits
History 9	1 credit
History 10	1 credit
World History	1 credit
Connections (Geography)	1 credit
Econ./Government	1 credit
Math	3 credits
Math 9	1 credit
Math 10-12	2 credits
Science	3 credits
Science 9 (Physical Science)	1 credit
Biology	1 credit
Earth Systems	1 credit
Computer I	1/2 credit
Career Success	1/2 credit
Composition	1/2 credit
Speech	1/2 credit
Art	1 credit

Commercial Design, Industrial Tech, or Food Science	1 credit
Heath/Phy Ed. 9 & 10	1 credit
Electives	10 credits

Total 30 credits

Course: School to Work-Students are only allowed to enroll in School to Work if he/she is within 10 credits to graduate and are in his/her senior year.

DETENTION

A student may be assigned detention for excessive tardies and other minor disciplinary matters. Students that are assigned to detention will report on or before the day specified. If a student cannot stay after school because of transportation problems, an effective alternative may be worked out by the principal and the parents. Unacceptable reasons for not showing up for detention will result in one detention added to their time; a second infraction will result in assignment to Saturday School and the principal may contact the parents regarding the matter. A third infraction may require suspension. Detention is from 7:45 - 8:15 a.m. and 3:20 to 3:50 p.m. Monday through Friday except when school is dismissed early, in which case there will be no detention that day. Detention can be served during the noon period or before/after school at the discretion of the principal. Procedures for extraordinary cases or extenuating circumstances will be up to the principal. *Note: Students after serving a detention will be allowed to practice, participate in, or attend any school-sponsored activity.*

DISCIPLINARY ACTION

Obviously, this handbook will not cover all situations that may come up; however, a careful study of the contents of this handbook will answer many questions.

A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.

It shall be a part of school policy that each teacher has the authority and responsibility to maintain good order in the school and classrooms. If the student refuses to cooperate, the teacher has the right to ask the student to report to the principal's office. Being removed from class is a serious matter and disciplinary action will result. Penalties will depend on the seriousness of the infractions and each case will be handled on an individual basis.

When a student is removed from class, the student must:

1. Meet with principal to discuss the incident and determine consequences.
2. Meet with the teacher to discuss incident and develop a procedure regarding readmittance to class. This meeting is to be set up by the student and cannot be during class time or during the teacher's lunch period. This meeting must take place before the student is readmitted to class, must be satisfactory to the teacher and must be completed within the time period specified by the Principal. Each additional day the student is out of class will result in one office detention for not completing a satisfactory meeting in a timely manner.
3. A teacher/parent contact is required (may be done verbally by phone). The teacher is required to initiate this contact.

Excessive numbers of removals from class will result in Saturday School or the student not receiving credit and not being allowed to return to the classroom.

Any acts of misconduct in halls, at extra-curricular functions, home or away, etc. will result in disciplinary action at the discretion of the principal. **The Principal is authorized to use his professional discretion in all matters that involve disciplinary action whether they are mentioned in this handbook or not.**

Disciplinary action may include, but is not limited to:

1. Meeting with the teacher, counselor, or principal
2. Detention
3. Loss of school privileges
4. Parental conference with school staff
5. Modified school programs or schedules
6. Removal from class
7. Saturday School
8. Suspension, in school or out
9. Exclusion
10. Expulsion

DRESS AND GROOMING

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

Cleanliness of the body and dress is vital not only to the individual but also to those with whom the student shares a classroom or locker. Students should not wear shoes, clothing, or hair that can be hazardous to them in their various school activities, such as Industrial Tech, Ag, laboratories, athletics, physical education, art, etc. Grooming and dress that prevents the student from doing his or her best work because of blocked vision, restricted movement, or that exposes the student to accidents must be avoided.

Students whose dress and grooming does not conform to these standards will be referred to the principal. The student will be advised as to what adjustment must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation. Detention can be assigned for violations of the dress code.

Clothing and accessory regulations include but are not limited to:

1. No items that advertise alcohol, tobacco, drugs, or profanity are allowed.
2. No items that promote or degrade political parties, civic groups, individual opinions, or individuals are allowed.
3. Items representing inappropriate sexual relations and/or has sexual connotations are prohibited.
4. Hats, caps, sunglasses, bandannas, and hoods are not to be worn without special permission.
5. Shorts must be an appropriate length. Shorts must extend below the student's fingertips when arms are down at the side.
6. 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.
7. Shirts with spaghetti straps and/or revealing in nature will not be allowed.
8. Billfolds with chains, dangling chains, and other accessories are prohibited.
9. Shoes will be worn at all times.

ELECTRONIC EQUIPMENT

Students are not allowed to use personal electronic equipment during class or school assembly unless permission is given by a staff member. (Electronic equipment usage is allowed before school, between classes, open noon hour, and after school.) If a student needs to use their electronic equipment during the class time, the

student must come to the office to use the electronic equipment. Students who violate this policy will be given the following disciplinary action:

1. **First Offense:** Two detentions, parents notified, device returned at the end of the school day.
2. **Second Offense:** Half day of in-school suspension, parents will be required to come to the high school office to collect the electronic equipment.
3. **Third & Subsequent Offenses:** Full day of in-school suspension, parents will be required to come to the high school office to collect the electronic equipment.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment of a student. Parents are also asked to supply other information that could be required in an emergency. Parents should update this information as often as necessary. This emergency care form should be returned by the end of second school week.

EXCLUSION

Exclusion is an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that should not extend beyond the school year.

EXPULSION

Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year.

EXTRA-CURRICULAR ACTIVITIES

All students are urged to participate in at least one activity outside the classroom. Extra activities are provided to enrich the school academic program to fulfill the interests shown by students. Participation in any activity is voluntary.

Students involved in extra-curricular activities will receive additional rules and regulations from their coach or director that addresses student responsibilities and lettering guidelines.

No activities or practices are allowed on Wednesdays after 6:00 P.M., with the exception of MSHSL scheduled tournament events or in the event of rescheduling due to bad weather or similar circumstances. If this rescheduling becomes necessary, the Athletic Director will get approval from the Principal before anything is officially scheduled.

FALCON SCHOLAR CLUB

The Falcon Scholar Club was formed to recognize high scholastic achievement. To become a member, students must have earned a grade point average of 3.5 or higher in the previous year, with no grade lower than a "C". It is an honor bestowed on full time Fillmore Central students in grades 10-12, and it is one of the highest honors awarded by the school.

FAMILY RIGHTS AND PRIVACY ACT - DIRECTORY INFORMATION

In compliance with Federal and State Statutes pertaining to pupil records and to maintain the ability to release certain information concerning students, the following information shall be considered directory data. **Such information may be released by authorized school employees without prior written consent.**

This directory information shall include and shall be limited to:

1. The student's name.
2. The student's address.
3. The student's phone number.
4. The student's date of birth.
5. The names of student's parents.
6. The student's grade level.
7. The student's participation in officially recognized activities and sports.
8. The weight and height of members of athletic teams.
9. The student's dates of attendance.
10. The student's degrees and awards received, to include being named to the honor roll.
11. The student's photograph.
12. The most previous educational institution attended.

Prior to the start of each school year, the school district shall publish a notice indicating this policy in the official district newspaper. In addition, parents will be notified through the annual school registration process. For students enrolling after the notice is published, this policy will be given to the student's parents or eligible student at the time and place of enrollment.

Any parent that chooses to withhold any of the above-listed information from publication must inform their student's principal in writing of their intent within ten (10) school days of the publication of this notice.

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. A project in commercial design, industrial tech, ag, or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and cost of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with approval of the instructor.
2. 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.
3. Rental charges on school-owned music instruments, if the student is using the instrument.
4. 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.
5. Cost of the yearbook, graduation announcements or class rings, should the student elect to order any of these items.
6. Admission fees for concerts, plays, athletic events, athletic teams, and other programs or activities which the student may attend at his or her option.
7. Two student computer laptop programs are offered.
 - a. Option 1 is free, and the laptop is only used at school and is checked in and out daily.

- b. Option 2 has a usage fee which is reviewed annually, and the laptop is for use at school and home.

Students are required to furnish their own paper, note cards, calculators (including graphing calculators for upper-level math classes), 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.

FILLMORE CENTRAL HIGH 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!)

FIRE DRILLS, TAKE-COVER DRILLS & OTHER EMERGENCY PROCEDURES

Upon the sounding of a fire alarm, take-cover announcement, or other emergency procedure, students are to follow the directive of their teacher or staff member and proceed immediately to a designated safe area.

FLEX-LEARNING DAYS

During the 2024-2025 school year, flex-learning days may be held in the event of an unscheduled school closure due to situations, such as severe weather. On flex-learning days, students and teachers will utilize educational resources and engage in learning suitable course topics.

The guidelines for the high school flex-learning days are as follows:

1. Teachers will have assignments loaded on Schoology by 10:00 A.M.
2. Assignment requirements such as time required, point value, due date, and other details will be set by each individual teacher and communicated on Schoology.
3. Teachers will be available until 3:00 P.M. via e-mail or Schoology to answer questions on assignments.
4. Accommodations will be made for students without sufficient access to the internet.
5. Upon return to school, the students will follow the school's make-up policy to complete work that was not completed on flex-learning days.

FOCUS RULES

Focus teachers are to enforce the following rules in order that we have uniform Focus policies. EACH teacher and student are to:

1. Be in your assigned seat in your Focus classroom at the proper time. STUDY should begin promptly. This is a time for HOMEWORK and STUDY ONLY! Remain in your own seat and continue to be productive. Your Focus teacher can look up your coursework online and remind you if you have missing assignments.
2. It is important that you come prepared with enough work to keep occupied. GO TO YOUR LOCKER BEFORE COMING TO FOCUS.
3. The teacher will take attendance before any passes will be honored or issued.
4. No Focus teacher has the authority to issue a pass to another teacher's room for any reason. You must get a pass from any teacher you wish to see during Focus BEFORE Focus begins.
5. No bathroom passes will be issued during the first or last 5 minutes. Only one boy and one girl will be allowed to leave at one time.
6. Media Center entrance is limited. Anyone entering the Media Center must have a pre-signed pass from the teacher you are doing work for.
7. All students must sign out and back in when coming and going from Focus.
8. No conversations. If working in a group on a project, whisper.
9. School-issued laptops and your own headphones/earbuds are the ONLY devices permitted.
10. Clear water bottles are allowed, no food or other drinks.

Follow all the school policies as found in the student handbook. Students CAN lose privileges during Focus.

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 in clear bottles to drink during classes

GUESTS

We request that relatives/friends who are staying at the home of one of our students not attend school except when enrolling.

HACKY SACK

Activities such as hacky sack or similar types of activities will be allowed in the gymnasium during open noon hour or outside of the school building. These activities will not be allowed in any other part of the school building. Disciplinary actions may be taken at the discretion of the principal.

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.

Vision and Hearing screening will be conducted for students in grades 7 and 10. 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.

HONOR GRADUATES, SELECTION OF

Full time Fillmore Central students in grades 9-12 who desire to earn an honors diploma will be required to meet the following:

1. Earn a minimum of 10 credits in designated honor classes in Group A and B (see below). Five credits must be earned in the following honor classes from Group A: Speech/Composition, English 12 (Dual Credit), Pre-Calculus, Calculus, Connections, Coding/VREP, Anatomy & Physiology, Advanced Chemistry, or Physics. Three credits must be earned from honor classes from Group B. An additional 2 credits from any of the classes in Group A or B.

2. Maintain a cumulative GPA of 3.5 or higher. Students with a cumulative GPA of 3.50 to 3.749 will graduate with honors. Students with a cumulative of 3.75 to 4.0 will graduate with highest honors.

GROUP A: English Language Arts: Speech/Composition, English 12 (Dual Credit); Mathematics: Pre-Calculus, Calculus; Science: Anatomy & Physiology, Advanced Chemistry, Physics; Social Studies: Connections, Psychology, Economics/Government (Dual Credit); Business, Marketing and Technology: Coding/VREP.

GROUP B: Business, Marketing and Technology: Business Finance, Mass Communications, Accounting; Fine Arts: Drawing & Painting, Mixed Media, Choir, 11-12, Band, 11-12, Note: Students electing to earn honors credit in choir or band must also participate in the small group music contest; Vocational and Applied Arts: Ag Mechanics, Welding, Horticulture, Animal Care, Youth Services, School to Work; World Languages: Spanish III.

HONOR ROLLS

We publish an honor roll based on students' achievements each quarter. For students to earn the distinction of an A honor roll, they must have a G.P.A. (grade point average) for that quarter of 3.66 or higher on a 4.0 system, have no incompletes and no F's.

For a student to be on the B honor roll, they must have a G.P.A. for the quarter of at least 3.0 on a 4.0 system, have no incompletes and no F's.

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 accident 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 BUS

Beginning with the start of school, there will be a late/activity bus that runs from Preston to Harmony and back. This shuttle will be provided as long as enough students use this service to justify the time and expense involved.

LEAGUE & SCHOOL RULES

Fillmore Central High School will observe all rules covered under the eligibility regulations of the Minnesota State High School League and Fillmore Central Schools. Each student and parent or guardian are required to sign an eligibility agreement sheet. Eligibility meetings at the high school will be scheduled and run by the athletic activities' director.

LEAVING DURING THE SCHOOL DAY

Any student that wishes to leave school during the school day must: (1) check out through the principal or principal's office before leaving; (2) have parental/guardian's permission; and (3) the parent or guardian must inform the school that permission has been granted. Any student that leaves school without checking out will be considered to have skipped school. Any classes missed will be marked absent with no appeal. If a student is caught skipping school, a morning of Saturday School may be assigned for each class period missed (including Focus Period). The following are valid reasons for not being in school:

- | | |
|------------------------------------|-------------------------------|
| 1. Bad weather and road conditions | 2. Doctor/dental appointments |
| 3. Personal illness | 4. Death in the family |
| 5. Family illness | |

Any reasons such as working at home, physical injury, family trip, or emergency at home must be cleared through the principal. Be aware that the school determines whether an absence is excused or not.

Students that are absent from school for any reason excused or unexcused, (other than a school function) must have the parents call the school to verify and explain the student's absence. The office will call the student's home if a call is not received by 9:30 a.m. Exceptions to this may be made for 18-year-old students that do not live with a parent or guardian and are providing their own support.

Any time a student returns to school after they have been absent must check into the office immediately upon their return.

All work missed or assigned because of an absence must be completed by a returning student. If the work is NOT completed, NO GRADE OR CREDIT will be given for the work. Students returning to school following an absence will be expected to complete all missing assignments within a period of time not to exceed two days for each day missed. Also, incompletes at the end of any nine-week grading period other than the 4th quarter must be made up within two weeks or the grade will be changed to an "F". If a student feels they need an extension of time due to extenuating circumstances, they should request an extension of time from the principal. An extension will be at the principal's discretion.

Students who know ahead of time that they will be absent from school (such as a family trip, school function, doctor's appointment) must have their make-up work done before they leave. Failure to do this may result in not being able to participate in the school function. If the student does not make up the assignments within the time

prescribed by the teacher, then, as any other student, they will get a zero for the work not completed and that will be recorded. If a student has a test to make up, they will be allowed to take it without penalty

Repeated unexcused absences (not necessarily consecutive) will result in suspension from school in accordance with the provisions of M.S. 127.26-127.39, the Pupil Fair Dismissal Law.

Instructors will give assistance to those who need help as a result of excused absences but are under no obligation in the case of the unexcused absence except to provide orally or in writing, the assignment necessary to make up the work missed and to receive the work when completed.

Five same-class unexcused absences during the quarter will result in a failing grade due to lack of participation. Notification will be sent to parents after the third unexcused absence. Parents may appeal the decision to the principal. If an appeal is desired, a written request is required within two weeks of notice of failing. Note: Three unexcused tardies will be counted as equivalent to one unexcused absence.

Exceptions to attendance and work completion guidelines may be made for students with disabilities.

LOCKERS

Your locker 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 materials when they are not in use, and any coats, overshoes or other outdoor garments. Your locker is subject to periodic inspection for cleanliness and may be entered by the Principal/Superintendent any time it might be suspected of containing alcohol, narcotics, explosives or other items considered harmful to other students or to the school building or unlawfully obtained.

Do not keep money or things of value in your locker. If your locker does not have a lock, you may rent one from the school or you may bring your own. If you rent a lock from the school, you will be required to make a deposit of \$10.00 for the lock, which will be returned to you at the end of the school year if neither the lock nor the locker have suffered unusual damage. If you bring your own lock from home, you must leave the combination or key in the office. (Note: Unauthorized locks may have to be removed in such manner as destroys the lock. In this event, the school or its officials are not liable for the cost of that lock.) Students are to only use hall lockers that are assigned to them. If you need the use of another locker, please contact the office.

LUNCH PROGRAM

Lunch prices are available in the office or on the school website.

Information about applying for free or reduced meals can be obtained in the office or on the school website. There are no reduced lunch prices this year, everyone who qualifies for free or reduced lunches is free. Families who qualify for free or reduced meals are reminded that students are charged for anything extra the student takes with the meal (extra milk or extra ala carte items). Only the basic meal with milk is free for those qualifying; anything extra will be charged to the student's account. Students who have outstanding balances will not be allowed to purchase ala carte items.

Student lunch balances will be part of a family lunch account. Family lunch account information may be accessed through the school webpage. Additional money may be deposited into the family lunch account by bringing a check to the school office or by making an online deposit through RevTrak, our online payment program. You may deposit as much as you wish into the family lunch account.

For more information regarding meal payments, please refer to the District's School Board Policy #534, Unpaid Meal Charges. This policy can be found in the Appendix of the student handbook, as well as on the school website.

Students will be required to remain on campus during their lunch time until their senior year. Seniors who choose to leave during their lunch time will be required to sign out in the office. Seniors will not be allowed to drive or be in vehicles during their lunch period. If a senior would like to drive during their lunch period, they must bring a note or have a parent call on the day they will be driving. If a senior goes home at noon and does not return to school due to illness or any other reason, the student or parent must call the school.

MEDIA CENTER

The Fillmore Central High School media program strives to provide current information media to meet the needs of our students and faculty. We also have a large fiction section for personal enjoyment. The media center's resources consist of over 9,000 books, instructional videotapes, DVD's, CD's, magazines, and newspapers. We also have internet access to our online catalog through Destiny. Destiny can be accessed through a link on the school home page from any internet accessible computer. It also features WebPath Express, an educationally previewed website database. Users can even create their own accounts to keep track of their materials and work. ELM (Electronic Library for Minnesota) is also a great resource for electronic material accessible at elm4you.org or from links on the school website found under Academics, Media Center, HS Media Center. Other important resources are also linked from this school page.

The media center itself is used by whole classes and for individual research, quiet reading, and study.

Books and materials may be checked out for a three-week period and may be renewed at any time by bringing materials to the media center. Students with materials that are overdue and have not been renewed will lose media center usage until the materials have been returned, or if lost or damaged, paid for. Videos and DVD's are not checked out to students.

Remember, we want the media center to be as useful as possible, however the use of the media center is a privilege and may be restricted or taken away for improper behavior or use of equipment and materials.

MILITARY RECRUITER ACCESS TO STUDENT DATA

The Minnesota Legislature has amended the Data Practices Act. M.S. 13.32, Subd. 5a, has been added. It provides as follows:

Subd. 5a. MILITARY RECRUITMENT.

A secondary institution shall release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request, except as otherwise provided by this subdivision. A secondary institution shall give parents and students notice of the right to refuse release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right. Data released to military recruiting officers under this subdivision: (1) may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and (2) shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Schools must now release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date requested. Secondary students may

exercise the right to not have the school release directory information to military recruiters. This request must be submitted annually.

MINNESOTA STATE HIGH SCHOOL LEAGUE OFFICIAL HANDBOOK, GENERAL RULES,

NOTICE: Fillmore Central High School follows the MSHSL guidelines for disciplinary actions.

USE OF MOOD-ALTERING CHEMICALS

SECTION I - PHILOSOPHY & PURPOSE

1. Philosophy of the Member Schools Relating to the Use of Mood-altering Chemicals.
i.e., Alcohol, Tobacco and e-cigarettes, Drugs and Marijuana.

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

2. Statement of Purpose

To provide consistency with the MSHSL Constitution: "to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, members schools and their personnel."

To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.

To promote equity and a sense of order and discipline among students.

To confirm and support existing state laws which restrict the use of such mood-altering chemicals.

To establish standards of conduct for those students who are leaders and standard bearers among their peers.

To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.

To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

SECTION II. - RULES

During the calendar year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use or have in possession a beverage containing alcohol; use or have in possession tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

SECTION III. - CATEGORY I ACTIVITIES

Category I Activities: Those league-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored ed tournaments:

Category I Activities at Fillmore Central High School are as follows:

Football	Volleyball	Basketball	Wrestling	Cross Country
Softball	Golf	Track	Baseball	Dance Line

SECTION IV. PENALTIES AND RECOMMENDATIONS FOR CATEGORY I ACTIVITIES

A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Recommendations: (A.) It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals. (B.) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS or three weeks, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Recommendations: (A.) It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist. (B.) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

3. Third Violation

Penalty: (A.) After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS of four weeks, whichever is greater, in which the student is a participant. (B.) If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Recommendation: It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

4 How Penalties are Administered

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, B-squad or sophomore team or activity. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

SECTION V. CATEGORY II ACTIVITIES

Category II Activities: Those league-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments.

Category II Activities at Fillmore Central High School are as follows:

Speech	League-sponsored Band activities
One-Act Play	League-sponsored Choir activities

SECTION VI. PENALTIES FOR CATEGORY II ACTIVITIES

A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

1. First violation:

Penalty: Ineligible for the next one (1) event or one week, which ever is greater, that the student participates in from the above category after confirmation of violation.

2. Second violation:

Penalty: Ineligible for the next two (2) consecutive events or two weeks, which ever is greater, that the student participates in from the above category after confirmation of violation.

3. Third violation:

Penalty: Ineligible for three (3) consecutive events or three weeks, which ever is greater, after confirmation of violation.

SECTION VII. CATEGORY III ACTIVITIES

A student who does not participate in any Category I or Category II activities shall serve the penalty prescribed for that violation in all Category III activities in which the student participates.

Category III Activities at Fillmore Central High School are as follows:

Clay Target	Yearbook	Cheerleading
Tapestry	Prom	Color Guard
School Plays or Musicals	Honor band and choir	
Student Council Activities	FFA (activities)	
Homecoming activities	TNT	
Academic Competition		

1. First violation:

Penalty: Ineligible for the next two (2) weeks in events that the student participates in from the above category after confirmation of violation.

2. Second violation:

Penalty: Ineligible for the next six (6) weeks in events that the student participates in from the above category after confirmation of violation.

3. Third violation:

Penalty: Ineligible for all activities in category III for twelve (12) weeks in events after confirmation of violation.

RACIAL/RELIGIOUS, SEXUAL HARASSMENT/VIOLENCE

1. Definitions

- A. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- i. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
 - ii. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - iii. otherwise adversely affects an individual's employment or academic opportunities.
- B. Racial violence is a physical act of aggression or assault upon another because of, in a manner reasonably related to, race.
- C. Religious harassment consists of physical or verbal conduct relating to an individual's religion when the conduct
- i. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
 - ii. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - iii. otherwise adversely affects an individual's employment or academic opportunities.
- D. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- E. Assault is:
- i. an act done with intent to cause fear in another of immediate bodily harm or death; or
 - ii. the intentional infliction of or attempt to inflict bodily harm upon another or
 - iii. the threat to do bodily harm to another with present ability to carry out the threat.
- F. Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200 and Minnesota Statutes Sections 363.01-14 the Minnesota Human Rights Act. 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. Sexual harassment is illegal but may or may not be criminal activity.
- i. Sexual harassment may include, but is not limited to:
 - verbal, written/graphic harassment, or abuse.
 - Subtle pressure for sexual activity.
 - Inappropriate patting or pinching.
 - Intentional brushing against the individual's body.
 - Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.

- Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual's employment or educational status.
- Any unwelcome touching of a sexual nature.

G. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

- a. Sexual violence may include, but is not limited to:
- Touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex.
 - Coercing or forcing sexual touching on another.
 - Coercing or forcing sexual intercourse on another.
 - Threatening to force sexual touching or intercourse on another.

2. During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence bylaws of the Minnesota State High School League. If a student has been found to violate these bylaws, the same penalties will apply as is laid out in Sections III, IV, V, VI, and VII of this handbook.

Category I Activities: those league-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments:

Category I activities at Fillmore Central High School are as follows:

Football	Volleyball	Basketball	Wrestling	Cross Country
Softball	Golf	Track	Baseball	Dance Line

PENALTIES AND RECOMMENDATIONS FOR CATEGORY I ACTIVITIES

A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

1. Racial/Religious/Sexual Harassment Violations

A. First violation:

Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater.

B. Second violation:

Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS or three (3) weeks in which the student is a participant.

C. Third violation:

Penalty: (a) after confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS or four (4) weeks in which the student is a participant.

CATEGORY II ACTIVITIES

A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

Category II Activities: those league-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments:

Category II Activities at Fillmore Central High School are as follows:

Speech	League-sponsored Band activities
One-Act Play	League-sponsored Choir activities

PENALTIES FOR CATEGORY II ACTIVITIES

A. First violation:

Penalty: Ineligible for the next one event or one week, whichever is greater, that the student participates in from the above category after confirmation of violation.

B. Second violation:

Penalty: Ineligible for the next two consecutive events or two weeks, whichever is greater, that the student participates in from the above category after confirmation of violation.

C. Third violation:

Penalty: Ineligible for the next three consecutive events or three weeks, whichever is greater, after confirmation of violation.

CATEGORY III ACTIVITIES

A student who does not participate in any Category I or Category II activities shall serve the penalty prescribed for that violation in all Category III activities in which the student participates.

Category III Activities at Fillmore Central High School are as follows:

School Newspaper	Yearbook	Cheerleading
Tapestry	Prom	Color Guard
School Plays or Musicals	Honor band and choir	Trap Shooting
All dances	Concerts, pep band and/or parades	TNT
Student Council Activities	FFA (activities)	
Homecoming activities	Academic Competition	

A. First violation:

Penalty: Ineligible for the next two weeks in events that the student participates in from the above category after confirmation of violation.

B. Second violation:

Penalty: Ineligible for the next six weeks in events that the student participates in from the above category after confirmation of violation.

C. Third violation:

Penalty: Ineligible for all activities in category III for twelve (12) weeks in events after confirmation of violation.

NOTIFICATION ON STUDENT RECORDS

Fillmore Central Schools collects and maintains records on each student in order to facilitate instruction, guidance and educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, and to write a response to materials in the record, to challenge the content of the record on grounds of inappropriate, inaccuracy or an invasion of privacy, and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address concerns by calling your child's Principal.

ON-LINE LEARNING POLICY

Juniors and seniors who meet class rank requirements are eligible. Juniors must rank in the upper third of their class. Seniors must rank in the upper half of their class. Students will not be allowed to take an on-line high school course during the school day if that same course is offered during the school year at Fillmore Central.

PARKING

Students may utilize street parking but can not block someone's private drive. Students are not allowed to park in the IGA parking lot. The parking lot on the east side of the school is available for student use. In addition, a public parking lot is located across the street by the Harmony Methodist Church.

Faculty and staff will be parking in the totally reserved parking areas north of the building next to the city park or the reserved parking lot just south of the stage gym or the new parking lot on the west side of the school. Students are not allowed to park in these lots before, during, or after school. Violators will be warned after the first two violations and asked to move their vehicles; on the third violation, your vehicle will be towed without prior warning.

PASSES

Movement through the school is allowed with the use of a pass system. You need passes to see teachers and you need a media center pass to go from focus period or class to the media center. Abuse of the pass privilege will result in withholding of all pass privileges for a period determined by the teacher or Principal.

PLEDGE OF ALLEGIANCE

The pledge will be read every Monday at the beginning of 3rd period. 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. This is according to Minn. Statute 121A.11.

PROM

Prom is a function for juniors, seniors and invited sophomores only. All class dues must be paid in order to attend prom.

POST SECONDARY EDUCATION OPTION (PSEO) POLICY

Eligibility: Open to high school juniors and seniors. Students must meet admission requirements set forth by the institution.

How to participate: Students at Fillmore Central interested in pursuing PSEO for the upcoming school year need to set up a student-parent-counselor meeting before April 1st. Students are also required to meet with the

institution that they plan on attending to follow the admission process of that institution. Students need to complete and sign the PSEO program enrollment form. A parent or guardian's signature is required unless the student is 18 years old or older.

Courses and Credits: Students who plan to take required courses at a post-secondary institution must bring in a syllabus or course description of each course to the counselor/high school principal in order to get prior approval for taking those particular courses. Students will not be allowed to take a required course at a post-secondary institution without prior approval. Also, students are not permitted to take remedial or other courses not considered college level.

Credit: 4 college credits = 1 high school credit.

If a student withdraws from a course, they must let the post-secondary institution and the high school know immediately. PSEO students will have the same policy/penalties as any other high school student when withdrawing or failing a course.

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 additional security measures, all building doors will be locked during the school day; and doorbells are located at the east and west main entrances which must be used to request entry.

RANK IN CLASS

Senior honor student selection is determined by G.P.A. at the end of quarter three. The official ranking (which needs to be cumulative) will take place after the fourth quarter of the senior year.

RELATIONSHIPS

Friendly relationships between students are to be expected; however, specific gestures of hands on, leaning on, hugging, kissing will not be acceptable behavior on school grounds. This type of public display reflects on your reputation and is a distraction to the educational setting.

1. First violation: warning
2. Second violation: detention and parents notified.
3. Third violation: Saturday School (1 day).
4. Fourth violation: suspension from school (2 days).

RESOLUTION FOR RANDOM MARIJUANA & OTHER DRUG SEARCH MEASURES

A study of the Minnesota Student Survey of Minnesota students in grades 6, 9, and 12 conducted by the Minnesota Department of Education in 1989, 1992 and 1995 shows an increase in the number of students at each grade level using alcohol, marijuana, or alcohol with other drugs on a weekly or monthly basis. Students exchanges of alcohol, marijuana and other drugs occurs in both small and large group settings. Students have opportunity to store and/or make exchange of marijuana or other drugs within the school building and on school grounds. School officials desire to take a proactive approach to assure students, parents and community members that schools in Southeastern Minnesota are drug free.

Therefore, the School Board for Independent School District 2198, Harmony, MN, authorizes the school administration to request periodic random and other drug search measures by local law enforcement agencies in school buildings, school-owned vehicles and student vehicles parked on school property.

RETENTION

7th and 8th grade students shall meet these requirements to be promoted to the next grade: Students must pass three of the four core classes; math, social studies, science, and English/reading. Students may not fail more than one exploratory class. A meeting with the student, parents, principal, and teachers prior to the end of the year will take place if a student is at risk of retention.

SATURDAY SCHOOL

Saturday School is used for more serious infractions of the rules which do not warrant suspension. It will be assigned at the principal's discretion in the following cases:

1. Skipping school.
2. Skipping detentions
3. Insubordination to teachers or staff.
4. Other infractions as deemed appropriate by the Principal.

Saturday School will run from 7:30 a.m. to 10:30 a.m. in the high school media center. Students are expected to be seated, quiet and working the entire time. No locker or lavatory passes will be given. Students will be given one ten-minute break from 8:55 a.m. to 9:05 a.m. Any disruptions or problems, the student will be asked to leave and will not receive credit for making up their Saturday School. Failure to successfully make up Saturday School will result in out-of-school suspension for the following two school days.

Repeated assignment to Saturday School will not be permitted/tolerated. If a student is assigned Saturday School too frequently, in-school or out-of-school suspension will be assigned instead.

SCHOOL CLOSINGS

In the event of the need to cancel, delay or dismiss school days or events, the following media will be contacted: KTTC-TV. In addition, parents will be notified via JMC through an automated phone system.

SENIOR CLASS TRIP POLICY

The Fillmore Central Board of Education has issued a policy that affects the senior trip. Any senior class member reported guilty of alcohol, tobacco, or drug charges will not be allowed to go on the senior trip. **Any deposits or dues that have been paid will not be refunded**; not only for the aforementioned reasons but also for any other reasons a senior may decide not to go. This policy will affect seniors beginning with the first day of school. Seniors who choose to participate in the senior trip must be a full-time student for the entirety of their senior year.

SIGNS/POSTERS ON SCHOOL PROPERTY

All signs, posters, and/or similar items displayed on or in school property must be pre-approved by the Principal before they can be displayed. This includes items for arts, athletics, academics, and any additional activities associated with the students and school property. The determination of if a sign is deemed appropriate will be at the discretion of the Principal.

SKATEBOARDS

Skateboards and similar types of equipment are not allowed in or on school grounds. Disciplinary actions may be taken at the discretion of the Principal.

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, gender identity, 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

Heath Olstad
145 Main Ave. S.
Harmony, MN 55965
507-886-6464 ext. 3306
heath.olstad@isd2198.k12.mn.us

Alternate Section 504 Coordinator

Chris Mensink
702 Chatfield St.
Preston, MN 55965
507-765-3809 ext. 2001
chris.mensink@isd2198.k12.mn.us

Title IX Coordinator

Heath Olstad
145 Main Ave. S.
Harmony, MN 55965
507-886-6464 ext. 3306
heath.olstad@isd2198.k12.mn.us

Alternate Title IX Coordinator

Darla Ebner
700 Chatfield St.
Preston, MN 55965
507-765-3845 ext. 2003
darla.ebner@isd2198.k12.mn.us

SUSPENSION: IN-SCHOOL

In-school suspension removes students from the classroom but allows them to take tests on the day they are scheduled. No credit is lost. Students that are in in-school suspension are assigned an area near the principal's office where they are not allowed to interact with other students. *Note: Students serving in-school suspension will not be eligible to participate in or attend any school-sponsored activity that day.*

SUSPENSION: OUT-OF-SCHOOL

Out-of-school suspension will be used in cases where the student may harm themselves or someone else. It may also be used in more serious situations or when detentions, Saturday School, and/or in-school suspension may not be effective. *Note: Students serving out-of-school suspension will not be eligible to participate or attend any school-sponsored activity that day.*

TARDIES

Students who are tardy to class or focus period will need to pick up a tardy slip in the office. The first two tardies will serve as warnings. Students will be assigned a 30-minute detention time on the third tardy and each subsequent unexcused tardy. This is repeated after each semester. *Note: If a teacher has caused you to be tardy, you should get a pass to class from that teacher. Oversleeping is not an excusable reason for being tardy or absent and will be counted as an unexcused absence or tardy even with a note from a parent. Note: Three unexcused tardies will be counted as equivalent to one unexcused absence. Refer to attendance policy for unexcused absence policy.*

TECHNOLOGY & INTERNET USAGE

The use of school owned or leased equipment and access to Internet services is a privilege for students. Students and parents will be required to sign an agreement of understanding for the use/lease 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 each 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.

TOBACCO/ALCOHOL USE

The policy for students reads as follows:

1. Smoking or chewing on school grounds:
 - a. First offense: one day out-of-school suspension or voluntary participation in Fillmore County's tobacco education class.
 - b. Second offense: two days out-of-school suspension
 - c. All subsequent offenses will result in a five day out-of-school suspension.

2. Use of drugs/alcohol:
 - a. A student using or possessing drugs/alcohol in school, on school property or on a school-sponsored field trip will be suspended for five days and may be referred to law enforcement officials.
 - b. Possession of or dealing in controlled substances. Violation will result in suspension from school and possible referral to law enforcement authorities.
 - c. Student in school under the influence of a controlled substance. If a student consumes a controlled substance prior to reporting to school or during school hours, they will be suspended and must complete a chemical evaluation before being readmitted to school. The student may also be referred to law enforcement officials.

TOBACCO POSSESSION ON SCHOOL GROUNDS OR USE OFF OF SCHOOL GROUNDS

If a student is caught possessing tobacco on school grounds or if an underage student is caught using tobacco off of school grounds. First offense: Student will be referred to law enforcement or will agree to participate in the Fillmore County tobacco education class. Failure to complete the class as assigned will mean referral to law enforcement. All extra-curricular rules involving tobacco will be enforced. All subsequent offenses will result in one or more days of out-of-school suspension (if on school grounds) and/or referral to law enforcement.

VISITORS

Parents are always welcome to visit the school. When you visit, please make your presence known by stopping in at the office. However, the school does retain the right to deny visiting privileges if their presence causes educational distraction to the students and staff.

WEB-SITE

Fillmore Central Schools has their own Web site: **www.fillmorecentral.k12.mn.us**. The following information is included on the site: Calendar of Events, high school daily announcements, guidance information; courses available at FCHS; course notes/announcements; staff; band and choir; extra-curricular activities; sports; elementary news; media center resources.

FILLMORE CENTRAL SCHOOLS POLICIES Appendix

Minnesota Stat. 121A.03 mandates that the district harassment policy be included in the student handbook. Similarly, Minnesota Stat. 121A.69 mandates that the district hazing policy be included in the student handbook. These policies along with the student attendance policy, bullying prohibition policy, search of lockers, desks, possessions policy, tobacco-free environment policy, unpaid meal charges policy, and medication policy and forms are included on the following pages.

The district policies are located on the Fillmore Central website:

www.fillmorecentral.k12.mn.us

Under District>District policies

Hard copies may also be requested from the high school office.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student’s school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the [Statewide Testing page](#) for more information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

MCA/MTAS Reading

MCA/Alternate MCA Science

MCA/MTAS Mathematics

ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)